

Dear (x)

Please accept this as my (x tempo de aviso) notice I have thoroughly enjoyed my time with (x compania) and would like to take the opportunity to thank you for the opportunities I have had with (x compania) and all that I have learnt.

I would hope to be able to put you forward as a reference for me in any of my future endeavours and wish you all the best with your business.

My last working day will be (x) and any holiday I have accrued I would like to be paid in lieu/to take then

Many Thanks
(name)