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Mr. / Mrs. /Miss \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Company]

[Address]

**SUBJECT:  RESIGNATION FROM SERVICES PROVIDED UNDER**

**Dear Sir,**

After 30 fruitful years of service in the Company, I am due to retire from the post of Senior Accountant with effect from 31st August, 2011.  However, I wish to put in my resignation and retire early i.e. by 28th February, 2011, as I have decided to re-locate to England to be with my family.

I know it may cause some inconvenience, but as you can understand, I have not been able to give the time and attention that my family needs.  In these twilight years, I am looking forward to making it up to them and spending as much time as possible with them.

I shall happily assist in the easy transformation of job-duties to the new incumbent.

Thanking you for everything,

Sincerely,

**[Your Name]**

[Address]

[Email / Contact]