Daisuke Yamaguchi

address

postal code, Singapore

65 xxxx xxxx

xxxxxxxx@xxx.ne.jp

7 March, 2017

Dear Mr. XXXX XXXX,

I am writing to officially tender my resignation from the position of Electrical Engineer and Production Engineering Team Leader, effective one month from today. My last day at COMPANY NAME will be on Friday, 7th April, 2017.

I have got many opportunities here and I have grown in many ways in COMPANY NAME. Working in overseas was an important challenge in my life. At this moment, however, I have achieved this target. This is the best timing to go to the next challenge for my future carrier.

During the next one month, I am willing to help you in any way to make the transition as smooth as possible. This includes assisting training my replacement. Please let me know if there is anything specific that you would like me to do.

Again, it has been a pleasure working as a part of your organization.

Yours sincerely,

Daisuke Yamaguchi