

You have decided to leave your current job even though you enjoy it.

Write a letter to inform your manager of your decision. In your letter

- tell the manager about your decision and the reason for it
- describe what you learnt in your current job
- and ask the manager to write a reference letter to help you with future employment.

Dear Mr Smith,

I am writing to inform you of my decision to leave Smith Industries when my current contract comes to an end next month.

I have thoroughly enjoyed my three years here. However, I feel that now is the time for me to broaden my horizons and gain experience of different working environments and practices within our industry. I would also like the chance to travel more as part of my job.

Over the course of my three years at Smith Industries, I have learnt an incredible amount. Not only am I now proficient with the key software programs that are used across the industry, but I have also learnt valuable interpersonal skills, such as how to organise a team or delegate tasks.

I would be extremely grateful if you could provide me with a letter of reference for future employers.

Thank you for all of your help and support.

Yours sincerely,

Paul Jones