No. 111 Jalan Penghulu Hasan Mustofa   
Bandung, 40191   
January 12th, 20XX

Kimberly Johnson   
Goldrush Bank   
120 Dago Street   
Bandung, 40169   
  
Dear Mrs. Johnson,   
  
I am writing to provide formal notice of my resignation from Goldrush Bank. I will not be available on February 12, 20XX.   
  
I believe that one month is sufficient notice for you to find a replacement for my position. I would be pleased to help train the individual you choose to replace me.   
  
Thank you for employing me for the past eight years. My  experience as manager  has been very  precious and I am confident that I will use many of the skills I have learned at Goldrush Bank in the future.   
  
If you have any concerns, please contact me at my personal email address below.   
  
Sincerely yours,   
  
  
Brian Adams