

Letter writing styles

Resignation letter

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

Complaint Letter

Dear Sir or Madam,

I am writing to bring to your attention some issues with my local train service.

I take the 8am train from Manchester to Liverpool every morning. This week, my train has arrived at least 10 minutes late each day, and I have been unable to find a seat due to overcrowding.

Passengers are becoming increasingly frustrated. I have seen several people complain to members of your staff that the delays are making them late for work, and the overcrowding means that many of us are forced to stand in the central aisle of the train for the duration of the journey. This is extremely uncomfortable.

I would like to suggest that you run a more regular service on the Manchester to Liverpool line. Another solution would be to add an extra carriage to trains at peak times in order to provide more space.

I hope you will address these concerns as soon as possible.

Yours faithfully,

Paul Jones