Subject: resignation- Matthew Brown

Dear Chief Commander Jason,

I write this letter to inform you of my resignation effective December 4, 2019.

It has been a great time working as a police officer in the force for the last eighteen years. Unfortunately, I must quit the force to start a new journey in my life, I must admit this was a tough decision, but I believe it’s the best decision.

I’m thankful for the opportunity to serve in the police force. I wish you all the best. In the remaining period, please let me know if you’ll require my assistance in ensuring a smooth transition.

Regards,

Corp Matthew Brown