

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Axiom]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at Axiom, effective
[Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time here and have
learned a great deal from you and my colleagues. I am committed to
ensuring a smooth transition and will do my best to wrap up my duties and
assist in the handover process.

Thank you for your support and understanding. I hope to stay in touch in
the future.

Sincerely,
[Your Name]