

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

Dear [Manager's Name],

I am writing to formally resign from my position at CGI Federal,
effective [Last Working Day, typically two weeks from the date above].
I appreciate the opportunities for professional and personal development
that I have received during my time at CGI Federal. It has been a
pleasure to work with such a talented team.

Thank you for your understanding. I am committed to ensuring a smooth
transition and will do everything possible to hand over my
responsibilities effectively.

Sincerely,
[Your Name]