

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

Dear [Manager's Name],

I am writing to formally resign from my position at eHub, 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 eHub. I have enjoyed working with the team and am grateful for the support and encouragement I have experienced throughout my tenure.

Please let me know how I can assist during the transition period. I hope to make this as smooth as possible for everyone involved.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]