

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

Dear [Manager's Name],

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

This decision was not easy and took a lot of consideration. I am grateful  
for the opportunities to grow professionally and personally during my  
time here. I appreciate the support from you and my colleagues.

Please let me know how I can assist during the transition. I hope to  
maintain a positive relationship moving forward.

Thank you once again for everything.

Sincerely,  
[Your Name]