

[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 HJJ, effective [last working day, typically two weeks from the date above].

I appreciate the opportunities for personal and professional development that have been provided to me during my time at HJJ. I have enjoyed working with the team and am grateful for the support I have received.

Please let me know how I can assist during the transition.

Thank you for everything.

Sincerely,

[Your Name]