

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

HJMC

[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

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

I want to express my gratitude for the opportunities I have had during my time at HJMC. I've greatly valued my experience and the support from my colleagues and management.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the chance to be a part of HJMC. I look forward to staying in touch.

Sincerely,  
[Your Name]