

[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 Johnson & Johnson, effective [last working day, typically two weeks from the date above]. I appreciate the opportunities I have been given during my time at JNJ, and I have enjoyed working with my team and contributing to our goals. I am committed to ensuring a smooth transition and will complete any outstanding work. Please let me know how I can assist in this process. Thank you for your support and understanding.

Sincerely,
[Your Name]