

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

Dear [Manager's Name],

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

I have enjoyed working at jxlcam and am grateful for the opportunities I've had to grow professionally and personally. I appreciate the support and guidance from you and my colleagues during my time here.

I will ensure a smooth transition of my responsibilities before my departure. Please let me know how I can help during this time.

Thank you once again for the support. I hope to stay in touch in the future.

Sincerely,
[Your Name]