

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

JTV

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

Dear [Manager's Name],

I am writing to formally resign from my position at JTV, effective [Last Working Day, typically two weeks from the date of this letter].

I appreciate the opportunities I have had during my time at JTV and am grateful for the support and guidance provided to me. I have enjoyed working with such a talented team and will carry forward everything I've learned here.

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

Thank you once again for the experience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]