

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

Dear [Manager's Name],

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

I appreciate the opportunities I have been given during my time at JVC and the support from my colleagues. It has been a valuable experience for my career.

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

Thank you once again for everything. Please let me know how I can help during this transition.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]