

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

JW Hotel

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

Dear [Manager's Name],

I am writing to formally resign from my position at JW Hotel, effective [last working day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work at JW Hotel and I am thankful for the support and guidance during my tenure. I have learned a lot and will always cherish my experiences here.

I will do my best to ensure a smooth transition and will complete any outstanding tasks during my remaining time. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to stay in touch and wish JW Hotel continued success in the future.

Sincerely,
[Your Name]