

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

KBR, Inc.

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

Dear [Manager's Name],

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

I have truly appreciated the opportunities I have had during my time at KBR. Working with such a talented team has been both rewarding and enriching.

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

Thank you once again for the support and guidance throughout my tenure. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]