

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

KCRG

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

Dear [Supervisor's Name],

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

I want to express my gratitude for the opportunities I've had during my time at KCRG. I've enjoyed working with such a talented team and have learned a great deal that I will carry with me throughout my career.

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

Thank you again for everything.

Sincerely,

[Your Name]