

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

Dear [Manager's Name],

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

I would like to take this opportunity to thank you and the entire team for the support and experiences I have gained during my time at KLM. I have truly enjoyed working here and am grateful for the opportunities I have been given.

I will do my best to ensure a smooth transition and will complete any pending tasks before my departure. Please let me know how I can assist during the transition.

Thank you once again for everything. I look forward to staying in touch and wish KLM continued success in the future.

Sincerely,

[Your Name]