

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

KTVU

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

Dear [Manager's Name],

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

I have appreciated the opportunity to work at KTVU and have enjoyed collaborating with such a talented team. I am grateful for the support and guidance I have received during my time here.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure.

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

Sincerely,
[Your Name]