

[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 LXIX, effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities for professional and personal development that I have been given during my time at LXIX. Thank you for your support and guidance throughout my tenure.

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

Sincerely,
[Your Name]