

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

NWITimes

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

Dear [Manager's Name],

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

I appreciate the opportunities for professional and personal development that I have received during my time at NWITimes. I am grateful for the support and guidance I have received from you and my colleagues.

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

Thank you once again for the valuable experience. I look forward to staying in touch.

Sincerely,  
[Your Name]