

[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 as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

I appreciate the opportunities I've had to grow and learn in the oyster industry during my time at [Company Name]. Working alongside such a dedicated team has been a valuable experience for me.

Please let me know how I can assist during the transition period. I hope to stay in touch, and I wish the team continued success.

Thank you for everything.

Sincerely,
[Your Name]