

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

Dear [Manager's Name],

I am writing to formally resign from my position as a QA Tester at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with such a talented team and contribute to [specific projects or experiences]. I am grateful for the support and mentorship I have received during my time here.

I will do my utmost to ensure a smooth transition. Please let me know how I can assist during this period.

Thank you once again for the opportunity. I look forward to staying in touch and wish [Company's Name] continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]