

[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 QA Engineer at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I have received during my time at [Company's Name]. I have enjoyed working with such a talented team and have learned a great deal in my role.

I am committed to ensuring a smooth transition and will do my best to wrap up my duties and assist in the handover process.

Thank you once again for the support and guidance during my tenure. I hope to stay in touch, and I look forward to seeing how [Company's Name] continues to grow in the future.

Sincerely,
[Your Name]