

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

I have greatly appreciated the opportunities for professional and personal development that have been provided to me during my time at [Company's Name]. I have enjoyed working with you and the team, and I am proud of what we have achieved together.

Please let me know how I can help during the transition, and I am happy to assist in training my replacement or ensuring a smooth handover of my responsibilities.

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

Sincerely,  
[Your Name]