

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

I have enjoyed working with the team and contributing to the company's success. I am grateful for the opportunities I have had to grow professionally during my time here.

I will ensure a smooth transition of my responsibilities and will assist in training my successor, if needed.

Thank you for your understanding. I look forward to staying in touch.

Sincerely,

[Your Name]