

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

Dear [Manager's Name],

I am writing to formally resign from my position at QKSMS, effective
[Last Working Day, typically two weeks from the date above].

I appreciate the opportunities for professional and personal development
that I have gained during my time with the company.

Thank you for your support and understanding.

Sincerely,

[Your Name]