

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company Name - QD Medical]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

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

I have greatly valued my time at QD Medical and appreciate the opportunities for professional growth and development during my tenure. I am grateful for the support and guidance I have received from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the wonderful experience. I look forward to staying in touch in the future.

Sincerely,  
[Your Name]