

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

[Manager's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with [Company/Organization Name], particularly with the QGIS application. The experiences and skills I have gained while working here have been invaluable.

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship moving forward.

Thank you once again for the opportunity.

Sincerely,  
[Your Name]