

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

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

I have greatly appreciated the opportunity to work with such a talented team and be part of the innovative projects, particularly the QR code generation initiative.

Thank you for your support and guidance during my tenure. I hope to keep in touch in the future.

Sincerely,
[Your Name]