

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[QVC]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

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

I want to express my gratitude for the opportunities I have had during my time with QVC. I have enjoyed working with you and my colleagues, and I appreciate the support and guidance provided to me.

Please let me know how I can assist during the transition period. I hope to ensure a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,  
[Your Name]