

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

Dear [Manager's Name],

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

I want to express my gratitude for the opportunities I've received during my time at the company. I have enjoyed working with such a talented team, and I have learned a great deal.

Please let me know how I can assist during the transition phase.

Thank you once again for everything.

Sincerely,

[Your Name]