

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name, e.g., VJAX]
[Company's Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at VJAX, effective [last working day, typically two weeks from the date above].

I have greatly appreciated the opportunities for personal and professional development during my time at VJAX. I am grateful for the support and encouragement I have received from you and my colleagues. Please let me know how I can assist in making the transition as smooth as possible.

Thank you once again for the opportunity to be a part of VJAX. I look forward to staying in touch.

Sincerely,
[Your Name]