

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[VLC Media Player]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at VLC Media Player, effective [last working day, typically two weeks from the date above]. I want to express my gratitude for the opportunities and support I've received during my time at VLC Media Player. It has been a valuable experience, and I appreciate the chance to work with such a talented team.

Please let me know how I can assist during the transition. I hope to stay in touch and wish the company continued success in the future.

Thank you once again.

Sincerely,
[Your Name]