

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

Dear [Manager's Name],

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

I appreciate the opportunities I have had while working at Verizon and thank you for your support.

Sincerely,

[Your Name]