

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name - VZN]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

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

I have appreciated the opportunities for professional and personal growth during my time here. I am grateful for the support and guidance from both you and my colleagues.

I will do my best to ensure a smooth transition. Please let me know how I can help during this period.

Thank you once again for the experience and support. I hope to stay in touch in the future.

Sincerely,  
[Your Name]