

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

WKRC

[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

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

I want to express my gratitude for the opportunities and experiences I have gained during my time at WKRC. I am thankful for the support and guidance I received from you and my colleagues.

I am committed to ensuring a smooth transition and will do my best to wrap up my duties and assist in the handover process.

Thank you once again for everything. I hope to stay in touch, and I wish WKRC continued success in the future.

Sincerely,

[Your Name]
[Your Job Title]