

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

WLBT

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

Dear [Manager's Name],

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

I have greatly appreciated the opportunity to work with you and the entire team at WLBT. I am grateful for the experiences and growth I have achieved during my time here.

Please let me know how I can assist during this transition.

Thank you for your understanding and support.

Sincerely,

[Your Name]