

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

[Recipient's Name]
[Company Name: WLTX]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

I appreciate the opportunities I have had during my time at WLTX and have enjoyed working with the team. I am grateful for the support and experiences that have contributed to my growth.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship and wish WLTX continued success in the future.

Thank you once again.

Sincerely,
[Your Name]