

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

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

I have greatly appreciated the opportunities I've had during my time at WQED, and I'm grateful for the support and guidance I've received from my colleagues.

I will ensure that all my responsibilities are concluded smoothly before my departure. Please let me know how I can assist during this transition. Thank you for the incredible experiences and opportunities.

Sincerely,
[Your Name]