

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

WZTV

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

Dear [Manager's Name],

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

I have appreciated the opportunities for professional and personal development that you have provided during my time here. I am grateful for the support and guidance I've received from you and my colleagues.

I will do my best to ensure a smooth transition and assist in handing over my responsibilities.

Thank you once again for the opportunity to be a part of WZTV.

Sincerely,  
[Your Name]