

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

Dear [Manager's Name],

I am writing to formally resign from my position at wxyz Detroit,
effective [last working day, typically two weeks from the date above].
I appreciate the opportunities I've had during my time at wxyz Detroit
and have enjoyed being part of the team.

Thank you for your understanding. I am willing to assist during the
transition period.

Sincerely,
[Your Name]