

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

Dear [Manager's Name],

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

I have greatly appreciated the opportunities I've had during my time here and I am grateful for the support I've received from you and my colleagues.

Thank you for everything. I look forward to staying in touch.

Sincerely,
[Your Name]