

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name: KTTC]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at KTTC, effective [last working day, typically two weeks from the date above].

This decision was not easy to make, as I have greatly enjoyed working with my colleagues and contributing to the team. However, after careful consideration, I have decided to pursue [brief reason for leaving, if comfortable sharing].

I appreciate the opportunities I have been given during my time at KTTC and am grateful for the support and encouragement from my team and management. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the chance to be a part of KTTC. I look forward to staying in touch and wish everyone the best for the future.

Sincerely,
[Your Name]