

[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 as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work with you and the team, particularly in managing and supporting our Xerox printing needs. Thank you for your guidance and support during my time here.

Sincerely,
[Your Name]