

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

[Manager's Name]
[Xerox Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally announce my resignation from my position at Xerox, effective [Last Working Day, typically two weeks from the date above].

My time at Xerox has been an incredible journey, filled with professional growth and valuable experiences. I am grateful for the support and mentorship I have received from you and my colleagues. Working here has allowed me to develop my skills and foster meaningful relationships, which I will carry with me into my future endeavors.

I am committed to ensuring a smooth transition and will do everything I can to assist in this process. Please feel free to reach out if there is anything specific you would like me to focus on during my remaining time. Thank you once again for the opportunity to be a part of the Xerox team. I look forward to staying in touch and wish everyone continued success.

Warm regards,

[Your Name]
[Your Job Title]