

[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 Xerox, effective
[last working day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with such a talented
team and contribute to the company's goals during my time here.

Thank you for your support and guidance. Please let me know how I can
help during the transition.

Sincerely,
[Your Name]