

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

Dear [Manager's Name],

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

I have appreciated the opportunities for professional and personal development during my time at XGIS. I am grateful for the support and guidance I've received from you and my colleagues.

Please let me know how I can assist during the transition. I wish the team at XGIS continued success and hope to stay in touch.

Thank you for everything.

Sincerely,
[Your Name]