

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

XJS

[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

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

I am grateful for the opportunities I have had during my time at XJS and appreciate your guidance and support. I have enjoyed working with the team and have learned a lot during my tenure.

I will do my best to ensure a smooth transition and will complete my current responsibilities before my departure.

Thank you once again for everything. I hope to stay in touch and wish XJS continued success in the future.

Sincerely,  
[Your Name]