

[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 XKit, effective [Last Working Day, typically two weeks from the date above].

I have enjoyed working at XKit and appreciate the opportunities I have been given. I am grateful for the support from my colleagues and the experiences I have gained during my time here.

Please let me know how I can assist in the transition during my remaining time.

Thank you once again for everything.

Sincerely,
[Your Name]