

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

[Manager's Name]
KXLY Television
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at KXLY Television,
effective [Last Working Day, typically two weeks from the date above].

I want to express my gratitude for the opportunities I have had during my
time here. I have enjoyed working with a talented team and appreciate the
support provided to me.

Please let me know how I can assist during the transition process.

Thank you once again for everything.

Sincerely,

[Your Name]