

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

Dear [Manager's Name],

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

I have appreciated the opportunities and support provided to me during my time at Xtreme. Working with such a talented team has been a rewarding experience for my professional growth.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties before my departure.

Thank you once again for the opportunity to be a part of Xtreme. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]