

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

Dear [Manager's Name],

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

I appreciate the opportunities I have received during my time with the  
company and have enjoyed working with you and the team.

Thank you for your understanding. I wish Xwatch continued success in the  
future.

Sincerely,  
[Your Name]