

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

Dear [Manager's Name],

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

I appreciate the opportunities I have had during my time here and I have gained valuable experience working with my colleagues.

I will ensure a smooth transition and will do everything I can to hand over my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]