

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

Dear [Manager's Name],

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

I appreciate the opportunities I have had during my time at YKU and am grateful for the support and guidance I have received from you and my colleagues.

I will do my best to ensure a smooth transition and will complete my remaining responsibilities diligently. Please let me know how I can assist during this transition period.

Thank you once again for everything. I hope to stay in touch and wish YKU continued success in the future.

Sincerely,
[Your Name]