

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

Dear [Manager's Name],

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

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

I am committed to ensuring a smooth transition and will assist in training my replacement or wrapping up my duties as needed.

Thank you once again for the experiences and opportunities. I hope to stay in touch.

Sincerely,
[Your Name]