

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

Dear [Manager's Name],

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

I am grateful for the opportunities I have had during my time at ZGP and appreciate the support and guidance from you and the team.

I will do my best to ensure a smooth transition and complete any outstanding tasks before my departure.

Thank you once again for everything. I hope to stay in touch.

Sincerely,  
[Your Name]