

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

Dear [Manager's Name],

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

I appreciate the opportunities for professional and personal development that I have received during my time at Zogenix. I am grateful for the chance to work with such a talented team and to contribute to our projects.

I will ensure a smooth transition by [briefly outline how you will help with the transition, if applicable].

Thank you once again for the support and guidance throughout my tenure here. I hope to stay in touch, and I wish the team continued success.

Sincerely,
[Your Name]