

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

Dear [Manager's Name],

I am writing to formally resign from my position at Zepbound, effective [last working day, typically two weeks from the date above].

I have greatly appreciated the opportunities I have had during my time here, particularly [mention any specific experiences or projects]. This decision was not easy and involved a lot of consideration.

Thank you for the support and guidance you've provided me. I look forward to staying in touch, and I hope our paths may cross again in the future.

Sincerely,

[Your Name]