

[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 have greatly appreciated the opportunities for professional and personal development during my time at ZGG. I am grateful for the chance to work with you and the team, and I will carry the skills and experiences I have gained here into my future endeavors.

I am committed to ensuring a smooth transition and will assist in handing off my responsibilities before my departure.

Thank you once again for the opportunity to be a part of ZGG. I hope to stay in touch, and I wish the company all the best in its future success.

Sincerely,
[Your Name]