

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Zhang [Last Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Zhang,

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

I have appreciated the opportunities for professional and personal
development during my time here. I am grateful for the support and
guidance I've received from you and the team.

Please let me know how I can assist during the transition. I hope to stay
in touch in the future.

Thank you once again.

Sincerely,
[Your Name]