

[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 [Company Name], effective [Last Working Day, typically two weeks from the date above]. I have appreciated the opportunity to work with you and the team in Zhengzhou. I am grateful for the support and guidance I have received during my time here.

I will do my best to ensure a smooth transition of my responsibilities before my departure.

Thank you once again for the opportunity.

Sincerely,
[Your Name]