

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

Dear [Manager's Name],

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

I appreciate the opportunities I have had to grow and develop  
professionally during my time at ZTE. I am grateful for the support and  
guidance from my colleagues and management.

I will ensure a smooth transition and will assist in wrapping up my  
responsibilities before my departure.

Thank you once again for the experiences and support during my tenure at  
ZTE.

Sincerely,  
[Your Name]