

[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 QNAP, effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time at QNAP and am grateful for the support from you and my colleagues.

I am committed to ensuring a smooth transition and will do my best to complete my responsibilities before my departure.

Thank you once again for the experience of being a part of QNAP. I look forward to staying in touch and wish the company continued success.

Sincerely,  
[Your Name]