

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[QVC]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

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

I want to express my gratitude for the opportunities I have had during my time at QVC. I have enjoyed working with you and the team, and I appreciate the support and encouragement I have received.

I am committed to ensuring a smooth transition and will do everything I can to complete my responsibilities and assist during this period.

Thank you once again for your understanding. I hope to keep in touch in the future.

Sincerely,
[Your Name]