

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

I want to take this opportunity to express my gratitude for the experiences and opportunities I have had during my time at Qvidian. I have enjoyed working with the team and appreciate the support I have received.

Please let me know how I can assist during the transition period.

Thank you once again for the opportunity. I look forward to staying in touch.

Sincerely,
[Your Name]