

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[VLC Player/Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at VLC Player, effective [Last Working Day, e.g., two weeks from today].

I want to express my gratitude for the opportunities I have had while working with such a talented team. I have greatly valued my time here and have learned a lot during my tenure.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for the support and opportunities during my time at VLC Player.

Sincerely,
[Your Name]