

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name: WKTZ]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

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

I have greatly appreciated the opportunities for professional and personal development during my time at WKTZ, and I am grateful for the support and encouragement I have received from you and the team.

I wish the company continued success and hope to stay in touch in the future.

Thank you again for everything.

Sincerely,

[Your Name]