

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

Dear [Manager's Name],

I am writing to formally resign from my position at WKRG, 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 WKRG. I have enjoyed working with such a talented team and appreciate the support and guidance I have received.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship and look forward to staying in touch in the future.

Thank you once again for everything.

Sincerely,
[Your Name]