

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

Dear [Manager's Name],

I am writing to formally resign from my position at Xnet, effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time at Xnet, and I value the support and guidance I have received from you and my colleagues.

I will do my best to ensure a smooth transition and am happy to assist in the handover of my responsibilities.

Thank you once again for the opportunity to be a part of Xnet. I wish the company continued success in the future.

Sincerely,
[Your Name]