

[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 ZGS, effective [last working day, typically two weeks from the date above].

I appreciate the opportunities for professional and personal development that you have provided during my time at ZGS. I have enjoyed working with my colleagues and the projects I have been involved with.

Please let me know how I can assist during the transition and handover process.

Thank you again for the support and guidance throughout my tenure. I hope to stay in touch in the future.

Sincerely,  
[Your Name]