

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Broadcasting Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

It has been a privilege to work with such a talented team and to be a part of the exciting projects we've undertaken. I am grateful for the opportunities I've had to grow professionally and personally during my time here.

I will ensure a smooth transition and am more than willing to assist in training my replacement or handing off my responsibilities.

Thank you once again for the support and camaraderie. I hope to stay in touch in the future.

Sincerely,

[Your Name]