

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Radio Station Name]

[Station Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I have had during my time here, and I appreciate the support I've received from the team and management.

I look forward to staying in touch, and I hope to cross paths in the future. Thank you once again for everything.

Sincerely,

[Your Name]