

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Television Network Name]

[Network Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Television Network 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 to grow and learn during my time here. I sincerely appreciate the support and guidance provided by you and the team.

I will do my best to ensure a smooth transition. Please let me know how I can help during this time.

Thank you again for the opportunity to be a part of [Television Network Name]. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Name]