

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Branch/Office Name]

BDO Unibank, Inc.

[Branch Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at BDO Unibank,  
effective [last working day, typically two weeks from the date above].

I am grateful for the opportunities I have had during my time here, and I  
appreciate the support and guidance I received from you and my  
colleagues.

I will ensure a smooth transition of my responsibilities before my  
departure. Please let me know how I can assist during this process.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]  
[Your Job Title]