

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[BNP Lab]
[Lab Address]
[City, State, Zip Code]

Dear [Manager's Name],

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

I have appreciated the opportunity to work with such a talented team and have gained valuable experience during my time here. I am grateful for the support and guidance I have received, and I will cherish the memories and friendships I have built at BNP Lab.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure. Please let me know how I can assist during this time.

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

Sincerely,
[Your Name]