

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

Dear [Manager's Name],

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

I have appreciated the opportunity to work with you and the team and have enjoyed my time at BQ. Thank you for the support and guidance during my tenure.

Please let me know how I can assist during the transition.

Sincerely,
[Your Name]