

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

[Manager's Name]
[BWW Location/Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

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

I appreciate the opportunities I have had during my time at the company and am grateful for the support from you and my colleagues. I have learned a great deal and have enjoyed working with everyone.

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

Thank you for your understanding.

Sincerely,

[Your Name]