

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

[Employer's Name]  
[Company Name - BWW]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally terminate my employment with [Company Name - BWW], effective [Last Working Day, e.g., two weeks from the date above]. I appreciate the opportunities I have had during my time with the company.

Thank you for your understanding.

Sincerely,  
[Your Name]