

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

[Manager's Name]

Bzee Shoes

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

Dear [Manager's Name],

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

I have truly enjoyed my time at Bzee Shoes and am grateful for the opportunities to grow and learn here. I appreciate the support and guidance I've received from you and the team.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure.

Thank you once again for the opportunity to be a part of Bzee Shoes.

Sincerely,

[Your Name]