

Formal Resignation Letter

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

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

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to work with such a talented finance team and to contribute to the company's success. I am grateful for the opportunities for professional and personal development that you provided during my time here.

I will do my utmost to ensure a smooth transition before my departure. Please let me know how I can help during this transition period.

Thank you once again for the support and guidance during my tenure at [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]