

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 in the Finance Department at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one, but after careful consideration, I believe it is the right choice for my career and personal goals.

I would like to express my gratitude for the opportunities I have had during my time here. I have learned a great deal and appreciate the support and guidance provided during my tenure.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively in the coming weeks.

Thank you once again for the chance to be a part of [Company's Name]. I look forward to keeping in touch.

Sincerely,

[Your Name]