

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]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. I have accepted a new job opportunity in the finance sector that I feel will greatly enhance my career path.

I want to express my gratitude for the opportunities I have had at [Company's Name]. I have enjoyed working with you and the team, and I appreciate the support and guidance I have received during my time here.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively.

Thank you once again for everything. I hope to keep in touch, and I wish you and the team continued success in the future.

Sincerely,

[Your Name]