

Voluntary Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to pursue opportunities that align more closely with my career goals and personal aspirations in the finance sector. This was not an easy decision, and I appreciate the support and opportunities I've received during my time at [Company's Name].

Thank you for the opportunity to be a part of [Company's Name]. I have learned and grown immensely during my tenure and will always look back on my time here fondly.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship in the years to come.

Sincerely,

[Your Name]