

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

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

It has been a great opportunity to work with such a talented team and I have greatly appreciated the support and guidance I have received during my time here. I am grateful for the professional development and experiences that [Company's Name] has provided me.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Name]