

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

My time at [Bank's Name] has been an invaluable experience, and I genuinely appreciate the opportunities for professional and personal development that you've provided during my tenure.

I am committed to ensuring a smooth transition and will assist in handing off my responsibilities during my remaining time.

Thank you once again for your support and guidance. I look forward to staying in touch and wish [Bank's Name] continued success in the future.

Sincerely,

[Your Name]