Jane Doe April 24, 2019

7777 My Home Street

Schaumburg, IL

Friendly Bank

1234 Working Capital Way

Schaumburg, IL 77777

ATTN: John B. Banker

Dear John,

Effective immediately, I wish to tender my resignation. I want to thank you and all the staff at Friendly Bank for your support and guidance during my tenure. I have enjoyed my time at the bank and my decision to resign is purely personal.

I can remain for the next 2 weeks in order to provide a smooth transition assuming my assistance is required.

Do to the sensitive nature of my decision, I hope you will respect my privacy without further inquiry. I appreciate the opportunity Byline provided me, and I want to wish you and all the leadership much success in the future.

Sincere Regards,

Jane Doe