

Jane Doe
7777 My Home Street
Schaumburg, IL

April 24, 2019

Friendly Bank
1234 Working Capital Way
Schaumburg, IL 77777
ATTN: John B. Banker

Dear John,

I wish to resign effective immediately. Please understand, I have enjoyed my time at the bank and my decision to resign is purely personal and is in no way reflective of any negative experience while employed at Friendly Bank. I want to thank you and all the staff at Friendly Bank for your support and guidance during my tenure

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 the bank has provided me, and I want to wish you and all the leadership much success in the future.

Sincere Regards,

Jane Doe