
Resignation Letter to Bank Manager Example

Dear [HR Manager's Name],

It is with a heavy heart that I submit my resignation from [Your Position] at [Bank Name], effective [last working day].

During my time here, I've understood the pivotal role our bank plays in the financial lives of our clients. Under your leadership, I've learned the nuances of customer service, financial diligence, and team collaboration in the banking industry.

However, due to [personal reasons or a new opportunity], I find it necessary to step down. I assure you that all my tasks will be completed, and any ongoing projects will be handed over to ensure uninterrupted service.

Thank you for your guidance and trust during my tenure. I will always value the learnings and experiences gained here.

Warm Regards,
[Your Name]