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The Resignation Letter

Dear [Manager's Name],

I am writing to formally announce my resignation from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

I want to express my sincere gratitude for the opportunities and experiences I've gained during my time at [Company Name]. Working here has been a valuable journey that has contributed significantly to my personal and professional growth. I appreciate the support, mentorship, and camaraderie that I've experienced with my colleagues and the entire team.

While I have truly enjoyed my time at [Company Name], I have decided to explore new opportunities that align with my career goals and aspirations. I am committed to ensuring a smooth transition and am more than willing to assist in training my successor or providing any necessary support during this period.

Thank you again for the wonderful experience and for understanding my decision. I look forward to staying connected and hope that our paths cross again in the future.

Sincerely, [Your Name] [Your Contact Information]

