

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as Chief Financial Officer at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with such a talented team and to contribute to the growth and success of the company.

I am committed to ensuring a smooth transition during my remaining time and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunity. I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]