

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]

DBS Bank

[Bank's Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at DBS Bank, effective [last working day, typically two weeks from the date above].

I would like to take this opportunity to express my gratitude for the support and opportunities I have received during my time at DBS Bank. I have enjoyed working with my colleagues and am proud of the contributions I have made to the team.

I will ensure a smooth transition and will complete all my current responsibilities before my departure.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]