

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

Dear [Recipient's Name],

I am writing to formally resign from my position at JPMorgan Chase, effective [Last Working Day, typically two weeks from the date above]. I have greatly appreciated the opportunity to work at JPMorgan Chase and am grateful for the support and guidance I have received during my time here. I have learned a great deal and have enjoyed working with my colleagues and contributing to the team's success.

Please let me know how I can assist during the transition period. I aim to ensure a smooth handover of my responsibilities.

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

Sincerely,
[Your Name]