

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name: JPMorgan Chase]
[Company Address]
[City, State, Zip Code]

Dear [Manager'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 am grateful for the opportunities I have had during my time here and for the invaluable experiences I have gained while working with such a talented team.

Thank you for your guidance and support throughout my tenure. I look forward to staying in touch in the future.

Sincerely,
[Your Name]