

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

KPMG

[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at KPMG, 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 appreciate the support and guidance provided by you and my colleagues.

I will do my utmost to ensure a smooth transition in my remaining time.

Thank you once again for everything. I hope to stay in touch.

Sincerely,

[Your Name]