

[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 Vice President of Finance at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I have had during my time at [Company Name] and for the support from my colleagues and the leadership team.

I am committed to making the transition as smooth as possible and will assist in the handover process.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and wish you and the team continued success.

Sincerely,  
[Your Name]