

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

Human Resources Department
Qatar National Bank (QNB)
[QNB Address]
[City, State, Zip Code]

Subject: Termination of Employment

Dear [Manager's Name/Human Resources],

I am writing to formally notify you of my resignation from my position at Qatar National Bank (QNB), effective [last working day, typically two weeks from the date of the letter].

I have appreciated the opportunities I have had during my time at QNB, and I am grateful for the support and guidance provided by the team. However, after careful consideration, I have decided to pursue a new direction in my career.

I will ensure all my responsibilities are transitioned smoothly and will assist in training my replacement if necessary.

Thank you once again for the opportunity to be a part of QNB. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]