

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

[Manager's Name]  
[Department Name]

QNB Bank

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

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at QNB Bank, effective [Last Working Day, typically two weeks from the date above].

I want to express my gratitude for the opportunities I have had during my time here. I have enjoyed working with my colleagues and appreciate the support you have provided me.

Please let me know how I can assist during the transition.

Thank you again for everything.

Sincerely,  
[Your Name]