

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

[Manager's Name]
[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Dear [Manager's Name],

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

I appreciate the opportunities for personal and professional development that you have provided me during my time here.

Thank you for your support and understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]