Sample

David Kent  
6002 35th Ave.  
Tuscaloosa, AL, 35010  
(205) 390-0320

June 18th, 2017

Martha Greensburg  
Branch Manager  
Wells Fargo Bank  
1427 Greensboro Ave  
Tuscaloosa, AL, 35401

Dear Mrs. Greensburg,

I am writing in regard to my formal resignation from Wells Fargo Bank. I would like to make it known that my last day will officially be the 2nd of July, 2017.

Everyone at Wells Fargo has been extremely supportive and the work environment has been most pleasant. This is why I would like to extend a helping hand in preparing another employee to take over my position.

Thank you for all the opportunities you have given me.

Regards,

[Signature]

David Kent