

JENNIFER WINSTON

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Lloyds Banking Group
Mrs. Rachel Green

1 July 2025

Dear Mrs. Green,

I am writing to formally resign from my position as Customer Service Advisor at Lloyds Banking Group. In accordance with my contract, I am providing two weeks' notice, with my final working day being 10th October 2025.

I have greatly valued my time at Lloyds and appreciate the opportunities I've been given to grow my skills and contribute to the team. This decision was not made lightly, but I believe it is the right step for my personal and professional development.

I will work hard over the next two weeks to complete my current tasks and assist with the handover of my responsibilities.

Thank you for your understanding, and I wish Lloyds continued success.

Sincerely,
Jennifer Winston