

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision has not been an easy one, but it has become clear that the compensation I am receiving does not align with my financial needs or the contributions I make to the team. I have greatly appreciated the opportunities I have had while working with you and the rest of the team.

I am committed to ensuring a smooth transition during my remaining time at the company. I am happy to help train my replacement or assist in any other way necessary.

Thank you for the support during my time at [Company's Name]. I wish the team and the company continued success in the future.

Sincerely,

[Your Name]