

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].

After careful consideration, I have decided to leave my role due to the uncompetitive salary I receive compared to industry standards and my increasing financial needs. This decision was not easy as I value the experiences and relationships I have developed during my time here.

I appreciate the opportunities for professional and personal development that I have received. I hope to maintain a positive relationship with you and the team as I transition into my next chapter.

Thank you for your understanding.

Sincerely,

[Your Name]