

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 Name], effective [Last Working Day, typically two weeks from the date above].

While I have greatly appreciated the opportunities to grow and develop during my time here, I must prioritize my financial needs. Unfortunately, my salary expectations have not been met, which has led to my decision to seek a position elsewhere.

I will do my utmost to ensure a smooth transition in the coming weeks and will be happy to assist in training my replacement if needed. Thank you for the experiences and support I have received during my tenure.

Wishing you and the company all the best in the future.

Sincerely,

[Your Name]