

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company 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].

After careful consideration, I have come to the conclusion that my current salary does not meet my financial needs and expectations. This decision was not easy, and I have enjoyed my time with the team and the opportunities I have had to contribute to [Company Name].

Thank you for the support and opportunities for professional and personal development that you have provided me during my tenure. I wish you and the team all the best in the future.

Sincerely,

[Your Name]