

[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]

Subject: Resignation Letter

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 was not made lightly, but after careful consideration, I have decided to seek opportunities that are more aligned with my financial needs and career goals.

While I have appreciated my time at [Company's Name] and the opportunities for personal and professional growth, I have found that my current salary does not reflect my contributions or the industry standards. This disparity has prompted me to explore other options that better meet my financial expectations.

I am grateful for the support and experiences I have had during my tenure, and I hope to maintain a positive relationship moving forward. I am willing to assist in the transition process and ensure a smooth handover of my responsibilities.

Thank you for understanding my position. I wish [Company's Name] continued success.

Sincerely,

[Your Name]