Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I am writing this letter to inform you regarding my resignation. This job was a great learning experience for me. I enjoyed my stay and made great friends. But that is not the only reason to stick to a job. We all work for money and money is one of the biggest incentives for doing a job.

I have small kids who are school going. Meeting their expenses is my foremost priority. If I do not get paid at all, this not only creates a stress for me but also disturbs my family. This is my only source of income and I depend on it completely. I tried to raise this issue before as well. But I have taken the decision to resign from this job. Please find my resignation attached and let me know the things on my part to complete the process.

Sincerely,

Your Name