Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I had previously written you an email regarding the delay in my salary. It has been five months now since I have been paid with so many delays. I was very upset because of this and wanted to take this up with you before. But it seems like you never took any notice of this.

We all work for money and we depend on this income. By the start of every month, common people have bills to pay and meet all their needs. I am working only one job at a time, which means I am completely depending on this money. Not getting my salary on time creates a lot of financial constraint on me. I had requested you before as well to pay me my salary on time.

As I see no improvement, I have decided to resign from this job. Please find my resignation attached along with this letter.

Sincerely,

Your Name