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 submitting my official resignation from my job as the HR Manager with deep regret. As per my work contract, I am providing the company a 30 days’ notice of my intention to leave. My last working day shall be on the 20th of June.

It has been a pleasure working for XYZ Company for 8 years. However, I have been feeling upset at the unfair treatment I receive each time my work contract is renewed every 2 years. Despite my hard work and efficiency, I have neither received a substantial increment nor a promotion even after working for a period of 8 years here. My performance has always been appreciated by the management but my request for gaining permanent employee status is constantly rejected. My progress here has been halted. Therefore, I have decided to resign so that I may find a better opportunity for my career.

Sincerely,

Your Name