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 this resignation from my job at XYX on a sad note. I am providing a one month notice with the resignation taking effect from the 1st of June.

I gave it a great deal of thought before finalizing my decision. I cannot continue to work here owing to a lack of job satisfaction. There has been no salary increment or promotion for the last 5 years despite my sincere hard work. My professional growth here has been stunted.

I, therefore, regret to resign from my job at this prestigious organization. I am thankful to you for the experience I gained here during my time here.

Please contact me on my email for any details.

Sincerely,

Your Name