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 to inform you of my decision to resign with a notice period of 10 days in compliance with the company policy. My last working day at ABC Corporation will be 2nd May, 20XX.

I have served the company for 8 years without receiving the appreciation and rewards that I deserve for my hard work and dedication. I have been denied promotion twice while my annual salary increment has been negligible. These factors have led to extreme dissatisfaction with my job.

I, nevertheless, thank the company for providing me employment. I am grateful for the experience I have gained during these 8 years.

I will be available at (phone number) for further information or discussion.

Sincerely,

Your Name