**Date:**

**To**

**[The Recipient]  
[Department]**

**Re. Resignation from the Post of [DESIGNATION]**

Dear Mr./Mrs./Ms. [NAME], this letter serves as a resignation letter. In this letter, I have included all the details of my resignation and the major reason behind the unpleasant decision.

I am [NAME] and I am working here since 20XX. I have worked here for [X] years and have been dedicated, determined, and committed throughout the mentioned time. I have one of the loyal most employees of the company as I continued working here for several extra hours without payment i.e., unpaid work. For multiple times, I had to face several grievous issues in the company, but I remained resilient and focused on my work. Despite all the working politics, I did not turn down my professional demeanor.

For these years, I worked on various projects and most of them ended up very successful like [NAME SOME PROJECTS YOU WORKED ON]. I was promised many rewards many times, but no promise was met with fulfillment. Many times, I was promised a bonus but never received it. After spending so much time, I started realizing a lack of appreciation and the underrated competency of my work.

I wrote my first request letter of increment on [DATE] which was also postponed on the account of issues confronted by the company. In this way, many of my emails and requests went non-responded. Therefore, I have decided to leave the company as working on the stagnant digits of the amount is not feasible. Every company grants bonuses and has allotted a certain percentage for the yearly bonus and increments. Increments are the yearly payment to any employee.

This way, a bunch of talent and skills go unrewarded and unappreciated, therefore, I do not feel feasible to continue working here. To not prolong this, I have decided to resign. Please accept my resignation for the same reason as mentioned.

Please let me know by writing to me if you need to ask anything. I have sent an email to the HR Department for the return of the company’s property. My contact details shall remain the same. Thank you.

Regards

[NAME]  
[DEISGNATION]