To

[The recipient]  
[Business Name]  
[Address]

**Re. The follow-up to the resignation**

Dear Sir,

I am Luke Nelson from the Diego. Sir, I resigned from work due to certain reasons. As I have mentioned in the resignation letter, the sole reason for leaving the job is to switch my career and continue my studies in management sciences in general and financial and budget management in particular.

[DATE], [DAY] is going to be my final day in the office. I was told that I can stay off from work and no need to come to the office on [DATE] but I want to bid farewell to everyone and get best wishes. Sir, I want to thank you for your constant support and appreciation.

I spent my best days in this organization and enjoyed it a lot. This job gave me the best work-life balance and provided me space to do a lot of self-care and enhanced the circle of my skillset. Moreover, I met some of the best people here who were extremely professional in their work, experts in their fields, and cordial colleagues. I am sure I am going to miss them a lot.

Please direct the relevant authorities to pay my last cheque my salary of [MONTH] has been withheld by the Assistant Finance Manager owing to my resignation.

I shall be grateful to you if you approve my application enclosed for the immediate release of my salary.

Contact: [PHONE]

Email: [EMAIL]

Warmly,

[NAME]  
[DESIGNATION]  
[COMPANY]  
[DATE]

Enclosures: Copy of the contract, appointment letter, and salary details.