April 3, 2012

Mr. James Catiggay

Career Services Center

2130 Fulton Street

San Francisco, CA 94118

Dear Mr. Catiggay:

April 3, 2012

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Fulton Street San Francisco,

CA 94118

 Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This letter is to notify you of my intent to resign from my position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please make my resignation effective as soon as a replacement is hired, but not later than two weeks notice.

Although I enjoy my job tremendously, I am terribly disappointed that I received only a 2 percent salary increase this year. My evaluations have been consistently outstanding, but my salary does not appropriately reflect this fact. I live from paycheck to paycheck, so I require a moderate increase in order to meet escalating living expenses.

Despite my frustration, I will always be thankful for the opportunity I have had to improve my skills and gain additional experience. Undoubtedly, my responsibilities here have helped furnish me with the expertise required for the position I recently accepted with another company at a much higher salary.

Because several of my co-workers share the same responsibilities that I do, the transition should not be difficult. If there is anything I can do before I leave, please let me know.

Sincerely,

(Your signature)

Donna Francisco

Sincerely,

(Your signature)

Donna Francisco

Sincerely,

 (Your signature)

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