

To,

The HR Manager,
(Company/Organization Name),

Address:

Subject: Resignation Letter due to Low Increment

Respected Sir/Madam,

With due esteem it is to state that I am a grade fifteen worker in the office and head in charge of Labour Union in this company/organization. The tasks assigned to me are many and I am educated as well that's why I served and controlled the labourers. I am a diligent worker but now I cannot work with this pay scale as there is very low increment and my needs are out past this salary. Kindly accept my resignation and clear my pending funds, Gratuity, Security as declared in the Terms & conditions of my appointment letter.

I am very thankful to you.

Yours Sincerely,

Name: XYZ

Signature:

Date: xx-xx-xx