

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, but I have accepted an opportunity that I believe will further my career goals. In accordance with my employment contract and company policy, I would like to address the impact of my resignation on my dwelling allowance.

I understand that my dwelling allowance will cease effective my last day of employment. I will ensure that all necessary procedures are followed for the transition and will work closely with the HR department to finalize any outstanding matters.

Thank you for the opportunities for professional and personal development during my time at [Company's Name]. I am grateful for your support and mentorship.

Sincerely,
[Your Name]
[Your Job Title]