Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I hereby submit my resignation from the post of Assistant Technician, IT Department. I will continue to serve for a period of two weeks in accordance with my job contract. I request you to pay my dues and perform the clearance process within my notice period.

During the 3 years of my service, I have worked sincerely for the organization. Mr. John, my former supervisor had no complaints regarding my work. However, since Miss XYZ replaced him last year, I have received over-criticism for my work. I do not mind having a critical boss, but her way of exhibiting her disapproval is unacceptable to me. She often degrades me and humiliates me in front of the other team members. My complaints to the higher management about her misconduct have not been much productive even though several of my colleagues have also found her behavior to be outrageous.

I do not hesitate to work hard and accepting work challenges, but I cannot tolerate my supervisor's rude behavior anymore.

Notwithstanding, I thank the company for allowing me to serve it. I have gained good work experience which is going to be beneficial for my next job.

Please contact me on my official email or phone for any questions or discussions. I will be available till my last working day here, which is 20th February.

Sincerely,

Your Name