Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I am writing to inform you of my intent to resign from my job as a Junior Accountant with immediate effect. I am aware that my salary for this month will be withheld upon my failure to provide a two weeks prior notice as per my job agreement with the company. I willingly accept the condition as I can no longer continue to work for a single more day due to the circumstances.

With due respect, you have not been an exemplary leader. Your behavior with your subordinates is unprofessional and unacceptable. I have been tolerating your bullying for a long time. However, after yesterday's incident, I no longer wish to continue working in this environment.

I will clear my dues with the HR department tomorrow.  I hope you find a replacement for me soon.

Sincerely,

Your Name