Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

This is my official resignation letter effective 15 days from now. I am providing two weeks’ notice as per my job agreement.

I thank you for providing me with the opportunity to work as the Media Manager at ABC Company. Unfortunately, I am unable to continue due to an extremely hostile attitude of my colleagues as well as superiors towards me. I am bullied by the others since I am the only [X] in the office. Although I have made a complaint to the human resource department a couple of times, the prevailing [X] at the office prevents everyone from changing their attitude towards me. I am unable to work to my full potential owing to this hostility and bullying. It is, therefore, best for myself as well as the company that I resign.

I would strongly suggest the company to lay down rules against [X] and [X] discrimination. There should be even stronger rules against bullying in the office. This would play an important part in maintaining the overall image of the organization.

Kindly clear my dues and issue my job experience letter. Thank you in anticipation.

Sincerely,

Your Name