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 to inform you that I am no longer willing to continue my job as the Assistant HR Manager at XYZ Corporation. Please consider this as my official resignation.

It has been an honor working at this reputable organization. Unfortunately, the frequent disagreements between us overwork strategies affect my job performance. I wish to work more independently while you, on the other hand, want everything done your way. You end up suppressing my creativity and initiatives.

The recent ABC project was the final nail in the package. Our ideas and strategies were constantly conflicting. The project proved that we cannot work as a team. It is, therefore, better if I give up my position as your subordinate in this company.

Despite our work conflicts, I still look up to you as a fine leader. I hold no personal grudge against you. Thank you for giving me the opportunity to work for you.

Sincerely,

Your Name