Your Name

Street Address   
City, ST ZIP Code

Date

Recipient Name  
Title  
Company Name  
Street Address  
City, ST ZIP Code

Dear Recipient Name:

Please accept this letter as formal notice of my resignation from XYZ company as (job title). Following the company rules, I am providing a notice of 15 days. My last working day at the office will be on the 2nd of March, 20XX.

It has been a pleasure working for this prestigious organization for the last two years. I would have continued to serve you with my full potential had I not faced unfair treatment by the senior manager on several occasions. The matter had been brought to the attention of HR but, unfortunately, there had been no solution in my favor.

Although the company provides great opportunities, I feel it is not the best working environment for me due to the reason stated above. I hope the company would take notice and come up with policies against the unfair treatment of the employees in the future.

I would like to leave on a good note by showing my gratitude to the company for the job opportunity. It has been a pleasure.

Sincerely,

Your Name