[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Subject: [Subject line]

To

[The Recipient]

Dear Harry,

I am bringing it to your attention after much consideration that I hereby resign from my position (mention your position here) and I will no longer be answerable to ABC Marketing (write down the company's name).

My experience in the past two years has been quite terrible with the HR department and my supervisors. Not only that my diligence and devotion are not appreciated despite my excellent performance in the growth of this company but also, my doors to promotions have continuously been sabotaged by my superiors.

They endorse my co-workers who have less experience and have produced no up to mark results for this company, yet they are promoted and uplifted regularly.

Owing to these unfortunate circumstances, I believe I no longer have high morale to accomplish further goals for this company. I hope my resignation will be accepted and I will be cleared of all my remaining dues and rights.

Sincerely,

Mark Zack