Mr. James  
CEO,  
HRM Textiles.

Mr. John,  
Manager Sales,  
HRM Textiles.

Dated: 12th October 20XX

Subject: Resignation letter due to unfair treatment.

Respected Mr. James,

I have been working in your company for the past ten years in the capacity of Manager Sales. I had enjoyed working with such great people and have had the opportunity of learning with every passing day. My performance has also improved over the years which is clearly visible from my performance appraisal. Due to my good performance, I was expecting a promotion last year but was declined one.

The company had chosen another individual at my place for promotion though his points on the performance appraisal form were lower than mine. I at that time did not say anything and accepted the individual’s promotion wholeheartedly. But unfortunately, the following year again I have declined promotion.

When I was declined promotion last year, I worked harder towards fulfilling my goals and was of much hope that the next year I will surely get promoted to a newer position, unfortunately, this did not happen. It seems that all my efforts go in vain and it is for this reason that I wish to resign from the company with immediate effect.

It was very nice working with you over the years but now I won’t be able to render more of my services to the company. Please accept my resignation.

Yours Sincerely,

Mr. John,  
Manager Sales,  
HRM Textiles.