[Company Name]  
[address]  
[Contact & Website]

To

[Recipient Name]

Re: Responding to the Resignation Notification Sent Via Email without Prior Notice

Dear Erica,

The letter has been penned to you to respond to the resignation notification sent by you via email on the email account of the HR Manager. Dear Erica, I believe you could not learn the basic professional etiquette to work in a corporate firm. This is astonishingly bizarre to look at your resignation notification sent written in two lines via email informing the HR Manager that you will join the office anymore. This is very disappointing at your end that you even do not understand how to quit the job while working at such an important designation.

This is an unacceptable attitude, and your resignation cannot be approved in this way. To get the resignation letter approved, one must submit the notice at least fifteen days before the date of quitting the job. Moreover, sending two lines via email is not an acceptable and standard way of quitting the job. I am extremely disappointed to look at the unprofessional and crude behavior of yours despite working in this firm for three years. I am sad that the company could not teach you basic manners and professional and identical ways of getting things done.

I have declined to approve your resignation, thus, please come to the office, and visit Human Resources for the appropriate procedure. Otherwise, we shall not owe you resignation/termination policy benefits. You can contact on this number for further details: [X].

Regards

Steelman Inks  
The General Manager, AGRO Pharmaceuticals  
23-A OPI Square, California, USA