Date:

To

[The Recipient Name]  
[Designation]  
[Company Name]

Respected [Name],

This letter has been written to inform you about the resignation during my probation period due to sexual harassment by a senior representative named {Mention Name}. I am resigning from my position as {Mention Designation} for {mention the company} effective {mention date of resigning}.

On around {Mention Date}, I notified my supervisor {Mention Name} in person that I was explicitly irritated by the senior employee here. He ensured me that I would not have any working shifts with him. He additionally told me that it was at last my obligation to work it out with him {name of senior representative}.

Thereafter, I have tried to settle the situation myself by filing a complaint against him as I was unable to endure it anymore.

Even though I revealed the torment, he kept on annoying me fearlessly. I told my supervisor fourteen days prior that he bullied me in the parking area. And sadly, no strict action was taken against him.

The harassment caused me to feel extremely threatening, disgusted, and embarrassed. Because of this provocation and the company’s inability to promptly take precautions against this inappropriate behavior, I feel compelled to stop.

I do value the entirety of the important experience I have acquired while working here and realize that it will work well for me in future undertakings. I wish the organization proceeded with progress.

Thank you for understanding me during this time.

Sincerely,

[Your Name]  
[Department]  
[Position held]