Date:

To

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

Respected [Name],

The purpose of writing this letter to you is to make you mindful of my resignation due to the sexual harassment I confronted by my boss.

The boss was perpetually making explicitly indirect comments, and movements of his body were objectionable when conversing with me. I advised him straightforwardly, more than once that his conduct was derogatory, yet it persisted.

Below is the list of the details I want to provide along with my resignation so that no other employee has to go through the same disgusting experience:

* It was also exposed that before the boss had even been promoted, he had been inquired about having a sexual relationship with a customer.
* It is difficult to accept that nowadays such practices proceed, and that the reaction of the company can be so alarming.
* I didn't submit another request about such treatment as the company’s process of managing my first objection was insubstantial to the point that I deterred from doing it again. I feel humiliated by his presence and the environment has become so unsafe and awkward that it is difficult for a female worker like me to sustain. I cannot tolerate it any longer.

I have had been a lot of patient with all this. It has now gotten terrible for me to keep working in the workplace. I am quite positive that you will investigate this matter and make a move against him to avoid such malpractices to happen in the future.

Sincerely,

[Your Name]  
[Department]  
[Position held]