Date

To

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

I [NAME HERE], post [DESIGNATION] rank [POSITION] entreat you to receive my resignation as I would not be able to work due to some situation.

Sir, I had been working beside since [X] years and I feel blessed by the fact of learning from a great mentor like you. The work experience I gained from you was nevertheless most constructive and practicable which made me perform in the best possible way.

I would have never left your side if I would not have experienced some situations that I am unable to avoid. Our workplace is getting favorable for only sweat knives and those who flatter the supervisors rather than working on their task they pull all their strings to gain the shelter of one of our heads.

Those who work may get even more work so that they keep their eyes closed to things happening in around them. You were kept unaware of this situation from long to avoid any law obliged action against them.

I cannot work in this kind of situation after enduring much already but before resigning I wanted to present this situation before you to help to save the company and its reputation.

Kindly accept my resignation or take a strict action against this situation. I shall be grateful to you.

Sincerely,

Your Name