**To:** Mr. Walner

Manager HR

**From:** Mr. Greg

Assistant Manager, Sales department

Employee #11002

**Subject:** Resignation from the post [NAME]

**Date:**  21st June 2018

Dear Mr. Walner,

I am writing this letter to resign from my post [INSERT DESIGNATION] from the company [INSERT NAME] effective [INSERT DATE]. I had a great experience in this company and learned a lot in every regard. I want to thank the management for trusting me for being capable of this post but there are certain factors which made me leave the job immediately.

A boss in any firm or institute is the key part to uphold the environment at the workplace; constructive or destructive both. If a boss himself is unprofessional and unethical then how could the subordinates be submissive to him?

I confronted the same situation for long but now it became impossible for me to take it anymore. My supervisor was an extremely rude person for what I complained to you many times, but you never showed any concern. He becomes abusive over trifles which is intolerable no matter what.

I tried hard to keep up working here but his unceasing misbehave and constant mum from authorities on this issue encouraged me to take the final decision.

Kind regards,

Mr. Greg,

Assistant Manager