**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,

This letter has been written to inform you of my resignation from my post as [INSERT DESIGNATION] effective from [DATE].

Unluckily, I am leaving this job due to many unsettled issues at the company which has been instigating me to become frustrated and disappointed with the passage of time. I would state the issues which made me leave the company instantly.

My supervisor has been taking over the credit for all the ideas I present before him during the discussion session. It is extremely hurting seeing him getting advantages for what I advise him the company should do for its betterment.

For example, in our last meeting, you appreciated him for presenting the best of ideas about how to improve our services in the best possible way. That was presented by me in the meeting held under his supremacy.

My fellow colleagues have also been victims of this misconduct, but they do not want to risk their job come what may.

I thought it my responsibility to convey my concerns and the decision of resignation so that you can manage the replacement till the last working day I am here.

Kind regards,

Mr. Greg,

Assistant Manager