[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

To

[Recipient Name]

[Title]

Dear [Recipient Name]:

Let this letter serve you as my resignation from my post as [designation] in the company. I suffered a lot during the period I was serving in this company due to extreme dissatisfaction & discomfort. I was facing serious stress continuously in one form or the other. Since the time I have been promoted to work as the manager, I am unable to perform my duties well. I am extremely busy all the time in dealing multiple tasks together. I requested you several times to provide me with additional staff from the training department but every time you ignored my demands.

I am now exhausted with all this & want to leave the job immediately. It has badly affected my personal life as well since I am left with no time to spend with my family.

I hereby tender my resignation from the company. Thank you for giving me the chance to work with your firm.

Sincerely,

[Your Name]

[Title]