[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

To

[Recipient Name]

[Title]

Dear [Recipient Name]:

This letter is to notify you that I am intended to leave the organization within 15 days. This letter should be considered as my resignation and I request you to kindly speed up the procedure of documentation so that I can find a new job as soon as possible.

The reason behind taking the action is nonstop hostile work environment I am encountering for past two years since I got promoted over them with whom I used to work once. I wrote to you many times the things getting worst and messed up badly for me, but you didn’t pay much attention to my concerns. Now it has become impossible for me to continue with this job at any cost since it is affecting my mental solace badly.

I am turning a patient of high blood pressure issues because of the bad environment I am facing consistently here. I cannot take this toll anymore. Contrary to it, I am grateful to you for providing me with the chance to work under your supervision which was a great deal & would be of great assistance in my new job.

Best regards!

[Your Name]

[Title]