To

[The Recipient Name]  
[Company Name]  
[Address]

Respected [Name],

I am disappointedly mentioning that I am leaving the company in two weeks' time. [Mention date] would be my last day at the company. There are multiple reasons for taking this decision, but the rude behavior of the highest authority prevailed and forced me to finalize things accordingly.

It is my self-respect & integrity that matters to me the most. I cannot allow anyone to insult me time and again for no good reason. Being the boss does not officially or ethically allow you to be rude to your employees come what may. There are better ways to make your employees work according to your criteria. Working here overall was not a bad experience. I would appreciate it if you would accelerate my exit forms and last salary as soon as possible.

Thank you for providing me the chance of working with your company.

[Your Name]  
[Department Name]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_