28th April 20XX

Charles Ambrose  
CEO Stars Marketing  
Michigan, 67890

Dear Mr. Dickon,

I, through this letter, want to inform you that I will no more be a part of your company W.E.F. 01-06-20XX because I am resigning from my position as Assistant Manager. I had to take this decision due to the cruel behavior of Mr. George who has recently been appointed as our new manager.

Last week, our company’s top management ask names for promotion. Everyone knew that it was my turn for promotion this year. In contrast, the manager recommended the names of those persons who were juniors and in his inner circle. When I protested his cruel act, he started targeting my performance, abused me for many times. He has threatened me that I would be transferred to a far-off place if I resist him in the future.

To me, this noncooperative and cruel behavior is not acceptable at all. I am enclosing resign with this letter. Please accept it.

Yours Sincerely,

Anderson.