28th April 20XX

Harry Dickson  
CEO Stars Marketing  
Michigan, 12345

Dear Mr. Harry,

I am informing you regretfully that this letter of mine should be taken as last because I tend to resign from my position as an office coordinator due to the cruel and harsh behavior of the manager. Owing to his harsh nature, I am foreseeing serious issues arising in employees. It took me two weeks to take this hard decision because I have been serving this company for the last ten years. I learned a lot of new techniques while staying here and I am aware of the sincere efforts you made to keep the calm working environment.

Everything was well here, and I was satisfied with my job when Mr. Andrew joined the office as the new manager. Right from his first day of joining, he started showing his hostility towards me and the rest of the employees. As a result, he disturbed a peaceful and calm working environment.

You know the relationship between a manager and employee should be of cooperation and support. He negates this fact, uses bullying to tease the employees, abuses them all the time, and in this way, he wants to be an authoritarian one which is not acceptable to a sensitive person like me. It has become impossible for me to work in such a hostile and non-cooperative environment.

Keeping in view the above-mentioned facts, I request you to accept my resignation with immediate effect.

Yours Sincerely,

Anderson.