## To Place:

The HR Manager, Date:

Human Resource Department,

Company Name,

Location.

I \_\_\_\_\_\_\_\_\_\_\_(your name), have been working as the \_\_\_\_\_\_\_\_\_\_\_\_\_(your designation)\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_(department) for last \_\_\_ years.

I am writing this letter to resign my job from the position of \_\_\_\_\_\_\_\_ w.e.f \_\_\_\_\_\_ after serving my 2 months of notice period.

I am resigning to my due to the rude behaviour of my boss Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_. He has been unethical in work and always humiliating me without any proper reasons.

He’s been not allowing me to utilize my leaves even in emergency situations, yesterday one of my family members was in serious health condition, so I requested him to grant me a leave.

But he didn’t grant me the leave and scolded me in front of everyone for asking the leave. I am not able to face such rudeness every day and finally I took a decision to resign my job.

I hope you understand my situation and if you need any further information please let me know.

I will serve my 2 months of notice period as per company guidelines and handover all my tasks to the new joiner.

So kindly accept my resignation.

Thanking you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_

11/11/2024