

Michelle A. Banks
123 Broadway Street
Suite 1
Columbus, OH 43266
Tel: (555)555-5555

To:

Marcus J. Hamilton
Manager, HR
Smith Communications
123 Main Street
Suite B
Columbus, OH 43266

June 1, 2014

Dear Mr. Hamilton,

I am writing this letter to let you know that due to the harassment I have received since being recently promoted to assistant manager, I am hereby resigning from my job at Smith Communications. I have been subject to verbal abuse, threatening messages and other harassment since my promotion and can no longer bear the stress I am suffering in the workplace. My last day will be June 8, 2014, so please accept this letter as my official one weeks' notice of resignation.

I apologize for any inconvenience my resignation may cause. I will not be returning to the office at all, but will fax over my current project as soon as it is completed. It is my hope that by bringing this incident to your attention, further harassment to future employees can be spared. If you wish to discuss this matter with me further, feel free to contact me at (555)555-5555 or [email]

I do appreciate all of the valuable experience I have earned while working at Smith Communications and know that it will serve me well in future endeavors. I wish the company continued success and thank you for your understanding and patience with me during this time.

Yours sincerely,

Michelle A. Banks
Assistant Manager
Smith Communications