Barbara Ward

100 Broadway Lane

New Parkland, CA, 91010

Cell: (555) 987-1234

example-email@example.com

Dear Mr. Bill,

It is with sadness that I write this letter to inform you of my decision to resign my position as Office Administrator at the Cleveland Branch of Marvel Consultants effective two weeks from today. I've been in my position for six years and have enjoyed the job, the people I work with, and the consultants I support. If you check my file, you'll see that for the first five years of my employment, I received excellent performance reviews.

It is the last year that has been difficult – the last year with a new Branch Manager. Unfortunately, the new manager has taken the polarizing, partisan, political positions so commonly fought about in the public forum and not only invited them into the office, but has stirred up disagreements and been insulting to employees who disagree with his position.

During this difficult time, and with another national election coming up, one would think the wise path would be to eliminate politics from the office. Instead, I have felt persecuted because of my political beliefs and challenged and forced to defend them.

As I said, I have enjoyed my job at Marvel Consultants. I've learned many things in my time here, including what makes a hostile work environment. Just the sense of relief I feel in writing this letter confirms that my resignation is the right move. Thank you for the mostly positive experience.

Sincerely,

Barbara Ward