

Dear Ms. Huckins

I am writing to tender in my resignation as a Sales Executive in MayorMiles Company.

I want to bring your attention to the poor work conditions at the Sales Department, which I have informed not only the Department Head but your kind self also. However, no positive action was taken to rectify the situation after 6 months.

Therefore, I have decided to submit this letter of resignation, as the conditions are not conducive for my productivity.

I trust that the company will clear any outstanding dues to me quickly before my last day at work here, which is the end of this month.

Thank you.

Yours Sincerely,