

Resignation Letter due to Conflict with Boss

Jane E. Smith
Manager, HR
ABC Industries
New Parkland, CA 91010
41901

Dear Ms. Smith,

This letter is to inform you that I am resigning from my position as Sales Lead at ABC Industries. As you are aware, there has been conflict between myself and my immediate supervisor, and this difficulty has yet to be resolved. Because of the continuing distress the continued conflict has caused me and the effect it has had on my work, I have elected to resign from my position effective one week from today, Friday, September 26, 2014. Please accept this correspondence as my formal one week's resignation notice.

While I regret the circumstances under which I am leaving, I will work in the next week to ensure that my duties are completed and that no unfinished projects remain. I am willing to assist in making my departure as smooth as possible by helping to train my replacement if need be. Should you have any questions, you may reach me at (555) 555-5555 or by email at kathryn@lloyd.com. I will get back to you promptly.

I appreciate your cooperation and assistance in this matter, and I wish the staff at ABC Industries much future success. Thank you for your time and understanding during this conflict.

Sincerely,

Kathryn Lloyd

Sales Lead

ABC Industries