

## Resignation Letter due to Job Dissatisfaction

Andrew J. Richards  
123 Broadway Street  
Suite 1  
Columbus, OH 43266  
Tel: (555)555-5555

To:  
Karen L. Jacob  
Manager, HR  
ABC Company  
123 Main Street  
Suite B  
Columbus, OH 43266

October 1, 2014

Dear Ms. Jacob,

I am writing this letter to inform you of my resignation from my position as manager's assistant at ABC Company. I regret to inform you that unfortunately I am resigning due to unsatisfactory work circumstances. My last day of work will be October 15, 2014, so please accept this letter as my official two weeks' notice of resignation from work. I would like to apologize in advance for any inconveniences that my resignation may cause to you, the rest of the staff, or ABC Company.

During my time at ABC Company, I have been repeatedly subjected to demands of extra hours of work, sometimes unpaid, sometimes overnight. Being an assistant, I felt that if I refused my job could be in jeopardy, so I strove to oblige at all times. This has led to a decline in my overall health. It is my hope that this letter may bring attention to this issue so that future employees may not go through the same demands. If you would like to discuss this with me further, please contact me at (555)555-5555 or [email]

I am appreciative of the great experience I have earned while working at ABC Company and will miss the rest of the team members. I wish you and ABC Company every success and hope that conditions there can be improved for all parties. I hope you understand and appreciate your efforts.

Yours sincerely,

*Andrew Richards*

Andrew J. Richards

Assistant

ABC Company