Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regretfully I inform you that I must resign from my position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, effective two weeks upon receipt.

Three weeks ago, my supervisor informed me that a co-worker was criticizing my work. According to my superiors, she gained access to my personal files and work bins. She then alerted my supervisor and the office manager about my supposed violations of company policy and file errors. Although I may have erred unintentionally, I think it is inexcusable to allow another employee to rummage through my area without my consent. Your unwillingness to challenge this violation of my privacy makes it impossible for me to feel secure working at Doe Corporation any longer..

Because I have enjoyed working here up to this time, my decision to resign is not taken lightly. The work is both exciting and challenging. During my tenure I have gained important skills that will be useful in years to come.

I regret that these circumstances make it necessary for me to leave abruptly. In order to allow my successor to assume my duties without undue effort, however, I am leaving detailed instructions that explain each of my responsibilities in detail.

Sincerely thanks,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_