Letters.org

RESIGNATION LETTER WITH COMPLAINT

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Introduction

When an employee wants to resign from a job due to some unresolved grievance at the workplace, this type of letter is usually submitted. Of course one would not expect to maintain cordial relations after leaving as this kind of resignation will not be an amicable one.

Resignation Letter with Complaint Tips

Tips for writing resignation Letter with Complaint:

- Keep the tone formal
- Clearly explain the reason for your grievance and resignation
- The letter should not be too lengthy yet must send a clear message of your dissatisfaction
- Avoid typos and grammar mistakes

Sample Resignation Letter with Complaint

From,
Jeanne Tripp

447 Collings Avenue
Riverside, CA

Date ----- (Date of letter)

To,
Darren Winslow

CEO Credenza Cosmetics

Riverside, CA

Dear Mr. Winslow,

Please be informed that I am resigning from the post of Deputy Manager of Finance of Credenza Cosmetics with effect from 07-10-2013, 30 days from today. Please consider

You may be aware that in spite of my repeated applications for promotion to the post of Manager, I was not considered, and I was passed over twice, and people with much less experience were promoted instead. This is highly frustrating and I feel cheated. With over 6 years of experience, I am more than qualified for the post. I am therefore left with no option but to tender my resignation.

this as the 30 day notice of resignation as is mandatory per my contract.

I am sure you appreciate my stand and will relieve me of my responsibilities on 07-10-2013, my last working day at Credenza Cosmetics. I trust that my dues will be paid before that day.

Thanking you

Yours truly

Jeanne Tripp

Resignation Letter with Complaint Template

From,
Date (Date of letter)
То,
Dear,
Please be informed that I am resigning from the post of
(mention post) of (company name) with effect from (last working date) ,
(no. of days/months left) from today. Please consider this as the(notice period) notice
of resignation as is mandatory per my contract.
The reason for my resignation is that (mention the complaint or grievance
you have against the company or a particular individual that is compelling you to resign, like delayed
salary payment, not promoted in spite of deserving it, harassment by any individual, etc)
I am sure you appreciate my stand and will relieve me of my responsibilities on
(mention last date) my last working day at(company name). I trust that my dues
will be paid before that day.

Thanking you

Yours truly

Signature and Name

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