From,

Jenny

To,

Manager,

RGS courier

Dear Sir,

This is to inform you that I am hanging out the responsibility of the courier girl by putting forward this resignation letter. It is to make you aware of the fact that the working environment in the courier company of yours has not been in the best of the condition in the recent days and this is the exact reason for this resignation letter. I am not able to adapt to the new working context created after the general body meeting and hence it is best to step out from the context.

I have cleared all my obligatory tasks and have delivered all the couriers handed to me within the stipulated time period. Now, I am not willing to shoulder any obligation. It would be highly convenient if the resignation letter is perceived in the right context. The dues if cleared at the earliest shall be the best for me.

Yours faithfully,

Jenny