




JESSICA MARTINEZ

 (555) 123-4567

 jessica.martinez@email.com

 Houston, TX

TO

MR. ALAN COOPER

Sunrise Shipping Ltd.

COVER LETTER

Dear Mr. Cooper,

It is with regret that I submit my resignation from my position at Sunrise Shipping Ltd., effective two weeks from today. Unfortunately, I have experienced ongoing unfair treatment during my time here, which has made it impossible for me to continue working in a healthy and productive environment.

Despite my efforts to address these issues, the situation has not improved. I believe it is in my best interest to seek employment where I am valued and respected. I appreciate the opportunities I have had, but I must prioritize my well-being.

Thank you for your understanding.

Sincerely,

Jessica Martinez