



Emily Carter

Contacts

(555) 321-7890 

emily.carter@email.com 

New Orleans, LA 

To

Mr. John Davis

Oceanic Shipping Co.

Dear Captain Davis,

Please accept this letter as my resignation from Oceanic Shipping Co., effective two weeks from today. Due to persistent unfair treatment by certain members of the crew and management, I no longer feel able to contribute positively to the team.

Despite my attempts to resolve these issues internally, the situation has remained unchanged. I hope my departure encourages improvements in how all crew members are treated fairly and respectfully.

Thank you for the opportunities provided during my tenure.

Sincerely,

Emily Carter