



Sample Employer Notification Letter 3: Resigning From Your Job

If you are enduring sexual harassment or retaliation, you may eventually feel forced to resign because of it is too hard to continuing working for your employer. If you decide to resign due to an intolerable work environment, you should consider giving your employer a resignation letter explaining why you have to quit.

In your resignation letter, it is important to explain 1) what was happening at work to make you have to quit and 2) what you did to try to fix the situation before you finally quit.

Try to be as specific as possible and include details like who you reported the sexual harassment to, when you reported it, and what the response to your complaint was. It is also important to state anything you did to try to deal with the harassment. Be sure to describe any harassment that happened after you reported, including who the harasser was, what happened, when it happened, and where it happened. If anyone has mistreated you or retaliated against you after you reported, include specific information about who was involved, what happened, when it happened (even approximately), and where it happened.

Do not forget to keep a copy of your resignation letter!

The Sample Resignation Letter After Harassment and the Sample Resignation Letter After Retaliation are fill-in-the-blank examples of resignation letters to your employer. There are also two example letters. The first example uses the first Sample Letter to explain that the employee is resigning because of unaddressed sexual harassment, and the second example uses the second Sample Letter to explain that the employee is resigning because she was retaliated against after her report of sexual harassment.

Use this worksheet if you are resigning because of continued harassment. First, answer these questions to collect the information that you should include in your letter to your employer. Next, you will use your answers to fill in the letter on the following pages.

Your Resignation

- 1) Who are you now writing your resignation letter to? _____
- 2) What is your position? _____
- 3) What is the name of your employer? _____
- 4) When are you resigning? _____

Your Harassment Complaint

- 5) When did you first complain? _____
- 6) Who did you originally complain to? _____
- 7) What is your harasser's name? _____

8) How did the person to whom you originally complained respond? Describe any promises to investigate the harassment or provide accommodations. Describe any unacceptable responses, such as victim-blaming comments, telling you to "work it out" with the harasser, or saying the company couldn't do anything.

9) How have you tried to fix the problem? Describe any steps you have taken to resolve the situation, such as filing a complaint with your employer, participating in your employer's investigation, etc. It is ok if you have not yet told your harasser to stop. However, if you have, that information is important.

Did you have any further conversations with your employer about the harassment?

YES NO

10) If no, please go to the next section. If yes, please describe what happened. Describe any promises to investigate the harassment or provide accommodations. Describe any unacceptable responses, such as victim-blaming comments, telling you to "work it out" with the harasser, or saying the company couldn't do anything.

Your Response to the Harassment

11) How has the harassment made you feel? (*For example: scared, embarrassed or humiliated*).



Sample Letter 3A: Resignation Letter After Harassment

Using your answers to the questions above, write your letter using this template. When you see ***blue italicized text***, replace it with the answers you wrote.

Re: Resignation

Today's date

To ***#1 Name of Human Resources director, supervisor, program director, or other manager.***

I am resigning from my position as ***#2 Name of Position*** for ***#3 Name of employer*** effective ***#4 Date you are resigning.***

On or around ***#5 Date that you reported the harassment (or your best estimate)***, I notified ***#6 Name of the company employee you reported the harassment to [in person/by email/by phone]*** that I was sexually harassed by ***#7 Harasser's Name(s).***

#6 Name of the company employee you reported the harassment to told me that ***#8 Describe the response of the person you reported to, including any promises to fix the problem and any negative responses.***

Since then, I have attempted to resolve the situation by ***#9 Describe any steps you have taken to try to fix the situation.***

Even though I reported the harassment, **#7 Harasser's Name(s)** continues to harass me.
#10 Describe any further conversations you had with your employer about the continued harassment.

The harassment makes me feel **#11 Describe how the harassment made you feel. For example: "scared," "embarrassed," or "humiliated."** Due to this harassment and **#3 Name of employer's** failure to promptly correct and remedy the harassment and prevent its recurrence as California law requires, I feel forced to quit.

[Include the last paragraph if you are afraid your employer will retaliate against you by giving you a bad reference:]

It is illegal under California law for an employer to retaliate against an employee by providing a poor reference or otherwise harming an employee's reputation or prospects for new work. An employer, and its employees, may not make false statements about a former employee to prevent the former employee's reemployment; suggesting through innuendo, omitting positive facts, making false statements, or reporting rumor all could be grounds for legal liability.

If contacted, please only disclose my former job title and dates of employment.

Sincerely,

Your name



Example Letter 3A: Resignation Letter After Harassment

This is an example of a completed resignation letter because of harassment and retaliation.

Re: Resignation

August 30, 2019

To **Human Resources Director:**

I am resigning from my position as **shelving clerk** for **XYZ Stores** effective **September 1, 2019**.

On or around **July 10, 2019**, I notified **my supervisor, Jose D., in person** that I was sexually harassed by **Charlie T. and David S.**

Jose D. told me that **he would make sure that I did not have any shifts with Charlie T. and David S. He also told me that it was ultimately my responsibility to work it out with Charlie T. and David S.**

Since then, I have attempted to resolve the situation by **filing a complaint with Human Resources on July 20, 2019.**

Even though I reported the harassment, **Charlie T. and David S.** continue to harass me. **I told my supervisor two weeks ago that Charlie T. threatened me in the parking lot, and my supervisor said that it was not his problem.**

The harassment makes me feel **unsafe, scared, and humiliated**. Due to this harassment and

XYZ Stores' failure to promptly correct and remedy the harassment and prevent its recurrence as California law requires, I feel forced to quit.

It is illegal under California law for an employer to retaliate against an employee by providing a poor reference or otherwise harming an employee's reputation or prospects for new work. An employer, and its employees, may not make false statements about a former employee to prevent the former employee's reemployment; suggesting through innuendo, omitting positive facts, making false statements, or reporting rumor all could be grounds for legal liability.

If contacted, please only disclose my former job title and dates of employment.

Sincerely,

Rosa B.

Use this worksheet if you are resigning because of harassment and retaliation. First, answer these questions to collect the information that you should include in your letter to your employer. Next, you will use your answers to fill in the letter on the following pages.

Your Resignation

- 1) Who are you now writing your resignation letter to? _____
- 2) What is your position? _____
- 3) What is the name of your employer? _____
- 4) When are you resigning? _____

Your Harassment Complaint

- 5) When did you first complain? _____
- 6) Who did you originally complain to? _____
- 7) What is your harasser's name? _____

8) How did the person to whom you originally complained respond? Describe any promises to investigate the harassment or provide accommodations. Describe any unacceptable responses, such as victim-blaming comments, telling you to "work it out" with the harasser, or saying the company couldn't do anything.

9) How have you tried to fix the problem? Describe any steps you have taken to resolve the situation, such as filing a complaint with your employer, participating in your employer's investigation, etc.

Retaliation

In this section, you will describe any retaliation you have experienced since you complained about the harassment. Please be as specific as possible about what happened and when it happened. For an explanation of retaliation, see page 13.

10) Describe what happened. Who retaliated against you? What did they say or do? (For example: "My supervisor reduced my number of shifts per month from 10 to 2;" "I was issued a performance warning two days after I reported the sexual harassment;" or "[Harasser's name] told our co-workers that I'm a 'slut,' that I'm 'just bitter' and that HR needed to look into 'my office relationships.'")

11) When did this happen? Did it happen once, more than once, or often? Do you remember the date or approximate date(s) that it happened?

Your Response to the Harassment

12) How has the harassment made you feel? (*For example: scared, embarrassed or humiliated*).



Sample Letter 3B: Resignation Letter After Harassment

Using your answers to the questions above, write your letter using this template. When you see ***blue italicized text***, replace it with the answers you wrote.

Re: Resignation

Today's date

To ***#1 Name of Human Resources director, supervisor, program director, or other manager.***

I am resigning from my position as ***#2 Name of Position*** for ***#3 Name of employer*** effective ***#4 Date you are resigning.***

On or around ***#5 Date that you reported the harassment (or your best estimate)***, I notified ***#6 Name of the company employee you reported the harassment to [in person/by email/by phone]*** that I was sexually harassed by ***#7 Harasser's Name(s).***

#6 Name of the company employee you reported the harassment to told me that ***#8 Describe the response of the person you reported to, including any promises to fix the problem and any negative responses.***

Since then, I have attempted to resolve the situation by ***#9 Describe any steps you have taken to try to fix the situation.***

I was subjected to retaliation for my sexual harassment complaint even though under California law, it is unlawful for an employer to retaliate or discriminate against an employee for reporting sexual harassment. On or around **#11 Date that retaliation occurred, #10 Describe the retaliation, including who retaliated against you, what they did, and when they did it.**

The harassment makes me feel **#12 Describe how the harassment made you feel.** Due to this harassment and illegal retaliation, I feel forced to quit.

It is illegal under California law for an employer to retaliate against an employee by providing a poor reference or otherwise harming an employee's reputation or prospects for new work. An employer, and its employees, may not make false statements about a former employee to prevent the former employee's reemployment; suggesting through innuendo, omitting positive facts, making false statements, or reporting rumor all could be grounds for legal liability.

If contacted, please only disclose my former job title and dates of employment.

Sincerely,

Your name



Example Letter 3B: Resignation Letter After Retaliation

This is an example of a completed resignation letter because of harassment and retaliation.

Re: Resignation

August 30, 2019

To **Human Resources Director:**

I am resigning from my position as **shelving clerk** for **XYZ Stores** effective **September 1, 2019**.

On or around **July 10, 2019**, I notified **my supervisor, Jose D., in person** that I was sexually harassed by **Charlie T. and David S.**

Jose D. told me that **he would make sure that I did not have any shifts with Charlie T. and David S.** He also told me that it was ultimately my responsibility to work it out with **Charlie T. and David S.**

Since then, I have attempted to resolve the situation by **filing a complaint with Human Resources on July 20, 2019.**

I was subjected to retaliation for my sexual harassment complaint even though under California law, it is unlawful for an employer to retaliate or discriminate against an employee for reporting sexual harassment. On or around **July 22, 2019, Human Resources said that I could not come in to work for a week while they investigated my complaint against Charlie T. and David S. XYZ Stores did not pay me during the week they forced me to take off. When I returned**

on July 29, 2019, my supervisor, Jose D., said that he had to cut my shifts from 6 per week to 3 per week to make sure that I did not work with Charlie T. and David S.. Jose D. did not cut Charlie T. and David S.'s shifts to make sure that we do not overlap, only mine. At least three times since I have been back at work, Jose D. has made comments about me and my sexual history. He said that I am "loose" and that he did not know why Charlie T. and David S. would be interested in having sex with me anyway.

The retaliation makes me feel **uncomfortable, and I have nightmares every night before going to work. I feel like XYZ Stores cares more about Charlie T. and David S. than they do about me.** Due to this harassment and illegal retaliation, I feel forced to quit.

It is illegal under California law for an employer to retaliate against an employee by providing a poor reference or otherwise harming an employee's reputation or prospects for new work. An employer, and its employees, may not make false statements about a former employee to prevent the former employee's reemployment; suggesting through innuendo, omitting positive facts, making false statements, or reporting rumor all could be grounds for legal liability.

If contacted, please only disclose my former job title and dates of employment.

Sincerely,

Rosa B.