**[Sender Name]**

[Sender Title]

**To**

[Receiver Name]

[Receiver Title]

[Addess]

[Email]

**From**

[Sender Name]

[Sender Title]

[Addess]

[Email]

[Date]

Dear Mr. Johnson:

I am writing this letter to inform you of my intent to resign from the Customer Service Specialist position with Breezy Air Conditioning, LLC. My last day of employment will be January 28, 20XX.

While this was not an easy decision to arrive at, after careful consideration, I do not believe I am a good fit for this position. When I began in this position, my intention was to work in an environment that would benefit from my time-management and customer resolution skills. Based on the current needs of this position, I feel that neither myself nor the company is benefiting from having me in this position. I believe my skills and experience make me more valuable in a position in a large call-center environment. It has been a great pleasure working for Breezy Air Conditioning, LLC. and I am thankful for the experience and knowledge I have gained during my time in the Customer Service Specialist position.

Prior to my departure from the company, I plan to return the key, t-shirts, and badge the company has issued to me as stated in the company handbook. Please let me know the next steps for properly returning these items to you.

Please let me know if there is anything I can do to make this transition easier for the company or if there are questions, I can answer for you.

Respectfully,

[Signature]

Mallory Smith”