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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

[Date]

Dear Mr. Lau,

Please accept this letter as my formal resignation from CLL Records. Over the last few months, I have realized that I am just not a good fit for my position here. My final day of work will be September 30, 20XX.

I feel that the company culture is not as I had expected, and the environment has been a difficult adjustment for me. I am so sorry for the inconvenience, and I thank you for your understanding. You have been very patient with me in this transitional time, but unfortunately, I no longer think either of us is benefiting from my presence at CLL.

I am happy to help in any way necessary to alleviate this rocky time. Please let me know if you need anything; I am more than willing to assist with the transition. I wish you all the best and lots of success for CLL Records.

Sincerely,

[Signature]