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

[Date]

Dear Sir,

RE: Resignation Letter

I wish to inform you of my plan to resign from this job by 4th Dec 20XX. I am sorry if this will create tension in the company, but I have to leave. I have tried to fit into the company policies, but I have not been successful. Instead of wasting time and finances of this company, I think it is wise of me to quit.

Thank you for offering me the opportunity to work in this firm. You can contact me during the two-week notice and even after my leaving to smoothen the transition. I am currently training my team members and updating my database.

Thank you

[Signature]

Regards Rollan