**[Sender Name]**

[Sender Title]

|  |  |  |
| --- | --- | --- |
| [Email] | [Phone] | [Address] |

**To**

**[Receiver Name]**

[Receiver Title]

[Address]

[Email]

Dear [Name],

Dear Ms. Mercado,

With a heavy heart, I write this letter of resignation. I know it has only been only eight months since you hired me. I cannot tell you how much I appreciate the confidence you had in me. Not to mention in my brief time here, the support my colleagues have demonstrated in getting me up to speed, training me, and making me comfortable. I cannot think of a greater group of people to work with.

Unfortunately, I have come to realize despite my initial enthusiasm this position is not a good fit for me. Through no miscommunication of your own, I came into the position with a completely different idea of what my responsibilities would be. I was under the impression this was an opportunity to develop management level skills through hands-on interaction with executives implementing large scale projects. Instead, I have been relegated to basic administrative tasks and a range of technical support matters. I hope you understand that this has been a disappointment and not at all in line with my career goals.

Now I have brought my concerns to you and others here but to no avail. So in the best interest of all parties, my last day with the firm will be two weeks from the date of this letter.

Best regards,

[Signature]

Jenna Blakeley”

Gina Martinez