**[Sender Name]**

[Sender Title]

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

**To**

**[Receiver Name]**

[Receiver Title]

[Address]

[Email]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective two weeks from today, with my last working day being [Last Working Day, Date]. This decision has not been reached lightly, and I have taken ample time to consider it.

During my time at [Company Name], I have had the opportunity to work alongside talented individuals and contribute to meaningful projects. However, upon reflection, I have come to the realization that my skills and professional aspirations are not aligning with the current role and the direction in which the company is moving.

I believe that both personal and professional growth thrive in an environment where there is a strong alignment between an individual's strengths and the responsibilities of their role. While I have sincerely appreciated the support and opportunities provided by [Company Name], I have come to the conclusion that this position is not the best fit for me to achieve my long-term career objectives.

I am committed to ensuring a smooth transition during this period. I am more than willing to assist in training my colleagues, documenting processes, and helping with any necessary handover tasks to facilitate a seamless transfer of my responsibilities. I genuinely appreciate the experiences and knowledge I have gained while working at [Company Name], and I am grateful for the relationships I have built during my tenure here.

Thank you for understanding and respecting my decision. I look forward to staying in touch and crossing paths in the future.

Sincerely,

[Signature]