**[Sender Name]**

[Sender Title]

**To**

[Receiver Name]

[Receiver Title]

[Addess]

[Email]

**From**

[Sender Name]

[Sender Title]

[Addess]

[Email]

[Date]

Dear Recipient’s name]:

I am writing this letter to inform you of my intent to resign from the [Name of position or title] with [Name of company] My last day of employment will be [Date].

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 [Specific skills, knowledge, or experience]. Based on the current needs of this position, I feel that neither myself nor the company is benefiting from having me in this position. It has been a great pleasure working for [Name of company] and I am thankful for the experience and knowledge I have gained during my time in the [Name of position or title].

Prior to my departure from the company, I plan to [describe next steps].

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]

[Your name}