**[Sender Name]**

**[Sender Title]**

**TO**

[Receiver Name]

[Receiver Title]

[Address]

[Email]

**FROM**

[Sender Name]

[Sender Title]

[Address]

[Email]

[Date]

Rollan Junior

PO.BOX 12345-001

XXX And SONS

Human Resource Manager

ABC Company

9876 Michigan

Dear Sir/Madam,

RE: Resignation Letter

I am sorry to inform you about my plan to quit my job. I wish to report on 4th Dec 20XX as my last day. I feel that I am struggling to adhere to the culture of this firm. I got converted to the Islamic religion, and so I don't feel I can fit the Christian culture of the firm.

Thank you for the season that we have worked together. I am working towards the transition through the training of my team members. Feel free to engage me in stabilizing the change during the short time I will be around, and also after I have left.

Thank you

Sincerely,

[Signature]

Rollan Junior