**Not a good fit resignation letter template**

[Your name]  
[Your address]  
[Your city, state and zip code]

[Date you intend to hand in your resignation letter]

[Recipient's name]  
[Recipient's title or position]  
[Company's name]  
[Company's address]  
[Company's city, state and zip code]

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 of resignation].

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,

[Your name}