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| First Name last name |
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[Name of Recipient]  
[Title and Department of Recipient]  
[Address of Recipient]  
[Contact Information of Recipient]

[Current Date]

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| **To [Name and Title of Recipient]:**  Please, accept this letter as a formal notification that I am resigning from my position as [Position Title]. My last day will be [Date].  Making this decision has been difficult because working at [Company Name] has been such a positive experience and one for which I am thankful. I have achieved much here and have appreciated working with you and my other coworkers in [Department Name].  However, after long and careful consideration, I have come to the conclusion that I am not a good fit for this position. Based on the current needs of this job, I believe that having me in this position is not in the best interests of the organization or of myself.  Let me know if there is anything I can do to assist the company through this transition.  I wish the company ongoing success and look forward to keeping in touch.  Respectfully, Signature [name] |