

Not a Good Fit Resignation Letter

[Sender Name]
[Sender Title]

[Date]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from today's date].

To

[Receiver Name]
[Receiver Title]
[Address]
[Email]

I want to express my gratitude for the opportunity to work at [Company Name] I have had the chance to learn and grow during my time here, and I appreciate the support and camaraderie of my colleagues.

However, after careful consideration, I have come to the conclusion that this role is not the best fit for my career goals and aspirations. I believe that in order to thrive and contribute effectively to any organization, it is essential for an employee to be fully aligned with their responsibilities and the company's mission. Regrettably, I have realized that my skills and interests are better suited for a different career path.

From
[Sender Name]
[Sender Title]
[Address]
[Email]

I am committed to making this transition as smooth as possible. Over the next two weeks, I am more than willing to assist in the training of my successor and complete any pending projects to ensure a seamless handover. Please let me know how I can be of assistance during this period.

I would like to thank you and the entire team at [Company Name] for the support and understanding you have shown me throughout my tenure. I have truly enjoyed my time here and will cherish the relationships and experiences I have gained.

I wish [Company Name] continued success in the future, and I am confident that your organization will continue to thrive.

Thank you once again for the opportunity to work with [Company Name]. I look forward to the next chapter of my career and hope our paths may cross again in the future.

Sincerely,

[Your Name]