

Resignation Letter Job Not What Expected

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. It is with a mix of regret and sincerity that I am writing to tender my resignation from my position at [Company/Organization Name]. I have thoroughly considered this decision and believe it is the most appropriate course of action given the circumstances.

When I joined [Company/Organization Name], I had high hopes and expectations for the role, based on the initial discussions and job description. Unfortunately, after spending some time in the position, it has become clear to me that the actual responsibilities and tasks differ significantly from what I initially understood.

As an individual committed to delivering my best work and contributing meaningfully to a team, it is essential for me to work in an environment that aligns with my professional goals and allows me to utilize my skills effectively. I have tried to adapt to the challenges presented, but I have come to realize that the role is not a good fit for my strengths and aspirations.

I am deeply grateful for the opportunities I have had during my time at [Company/Organization Name]. The support of my colleagues and the friendships I've formed have been truly valuable.

However, I believe it would be unfair to both myself and the company to continue in a role where I am not able to perform at my best.

I intend to ensure a smooth transition during my notice period and will be more than willing to assist in training my replacement or completing any pending projects. My last working day will be [last day of notice period, typically two weeks from the date of the letter].

I want to thank you and the entire team for your understanding and support in this matter. Please let me know how I can help facilitate the transition process.

Wishing [Company/Organization Name] continued success in all its endeavors.

Sincerely,

[Your Name]