

Formal resignation for HR processing

Subject: Official Resignation Notice

Dear HR Department,

This letter serves as my official resignation from the position of [Job Title] at [Company Name], effective [date]. While I valued the chance to work here, I found the role to be different from what was initially described and not aligned with my career goals.

Please consider this letter for all necessary administrative and record-keeping purposes. I will ensure that I complete all handover requirements before my departure.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/resignation-letter-job-not-what-expected>