

Formal resignation with professional tone

Subject: Resignation Effective [Date]

Dear [Manager's Name],

I am writing to formally resign from my position as [Job Title] at [Company Name], effective [last working day, typically two weeks from today]. After careful consideration, I have realized that the role does not align with the expectations I had when accepting the position.

I am grateful for the opportunity provided and appreciate the support I have received during my time here. However, I believe this decision is in the best interest of both myself and the company.

Please let me know how I can best assist in the transition process. I remain committed to completing my responsibilities and ensuring a smooth handover.

Sincerely,

[Your Name]

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