

Friendly and informal resignation email

Subject: Resignation Notice

Hi [Manager's Name],

I wanted to let you know that I've decided to resign from my role as [Job Title], with my last day being [date]. The position turned out to be quite different from what I had expected when I joined, and I feel it's best to move on.

I've enjoyed getting to know the team and I appreciate the opportunity. I'll make sure to wrap things up smoothly before my departure.

Thanks again for everything,

[Your Name]

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