

Serious tone resignation letter

Subject: Notice of Resignation

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from [Company Name], effective [date].

While I had hoped this role would align with my career goals, I have found the responsibilities to be significantly different from what I expected during the hiring process.

I do not make this decision lightly, but I believe it is in the best interest of both myself and the company. I will complete all pending work and assist with the transition of my duties.

Thank you for your understanding.

Respectfully,

[Your Name]

Get more templates here:

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