

Resignation with willingness to assist

Subject: Formal Resignation

Dear [Manager's Name],

I am resigning from my role as [Job Title] at [Company Name], effective [date]. Although I am grateful for the opportunity, the role turned out to be different from what I initially expected, making it difficult for me to continue effectively.

I am happy to help train my replacement or provide documentation to ensure a smooth transition.

Please let me know how I can best contribute during my notice period.

Thank you for your support and understanding.

Sincerely,

[Your Name]

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