[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

**Subject** Resignation from the job

It is with regret that I inform you that I am resigning from my post in the XYZ department. Although my time with the organization has been satisfying, now I find it dissatisfactory according to my work goals. I feel like my productivity levels have dropped since there has been a change in the organization's goals. I have tried adjusting to the new system the organization has adopted reach their new goals, however, I find it difficult to do so.

Therefore, I request you to kindly accept my resignation letter from (Organization Name), effective (Last day of work).

Regards,

[NAME HERE]

[Title]