

[Your Name]  
[Your Address]  
[Your City, State, Zip Code]  
[Your Email Address]  
[Today's Date][Employer Name]  
[Employer Title]

[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer Name],

I am writing to inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Date of Resignation]. After careful consideration of my situation, I have determined that it is time to move on due to my dissatisfaction with the direction and goals of the company.

I want to express my sincere gratitude for the support, encouragement, and opportunities that you and the company have provided me during my tenure here. I have learned a great deal from working with such a talented and dedicated team, and I am grateful for the experience.

Unfortunately, the lack of clear goals and direction from the company has made it difficult for me to continue in my role. Despite my efforts to contribute to the success of the company, I feel that my skills and abilities are not being fully utilized.

I am aware that my resignation will create some inconvenience for the company, and I want to assure you that I am committed to making the transition process as smooth and efficient as possible. I will work diligently to complete all outstanding tasks and projects before my departure, and I am willing to discuss any additional steps that may be necessary to ensure a successful handover.

If there is anything else that I can do to facilitate the transition process, please do not hesitate to let me know. I value the time that I have spent working with the company, and I want to ensure that my departure does not negatively impact the team or the work that we have accomplished together.

Thank you for the opportunity to be a part of the [Company Name] team, and I wish the company continued success in the future.

Sincerely,

[Your Name]

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[Your signature]

[Your phone and email]