Your Address

City, State, Zip code

Resignation Letter (Candid) TEMPLATE, courtesy of WordsmithResource LLC

**DATE**

Supervisor’s Name

Supervisor’s Title

Company Name

Address Block

Dear Supervisor’s Name:

I hereby resign as **JOB TITLE**, effective **DAY & DATE**.

While the start of my career here was promising and productive, my tenure, unfortunately, has been fraught with more disturbing experiences than encouraging ones. As such, in addition to conveying my resignation, accept this letter in lieu of an exit interview, and please give attention to **INSERT CONCERN 1**, **INSERT CONCERN 2**, and **INSERT CONCERN 3.**

Proactively tackling these barriers to productivity and equality in the workplace, will improve the organization’s work environment and culture and decrease employee turnover.

Sincerely,

**YOUR NAME**

Sending an email? Copy and paste the content directly into the body of your email.