**William Lee**

123 Main Street, Anytown, CA 12345 · 555-555-5555 · william.lee@email.com

September 1, 2018

Tyler Lau

Director, Human Resources

CLL Records

123 Business Rd.

Business City, NY 54321

Dear Mr Lau,

Please accept this letter as my formal resignation from CLL Records. Over the last few months, I have realized that I am just not a good fit for my position here. My final day of work will be September 30, 2018.

I feel that the company culture is not as I had expected, and the environment has been a difficult adjustment for me. I am so sorry for the inconvenience, and I thank you for your understanding. You have been very patient with me in this transitional time, but unfortunately I no longer think either of us are benefiting from my presence at CLL.

I am happy to help in any way necessary to alleviate this rocky time. Please let me know if you need anything; I am more than willing to assist with the transition. I wish you all the best and lots of success for CLL Records.

Sincerely,

Your Signature (hard copy letter)

William Lee