Your Name

Street Address   
City, ST ZIP Code

Date

Recipient Name  
Title  
Company Name  
Street Address  
City, ST ZIP Code

Dear Recipient Name:

This letter serves as my formal resignation from (company name). My notice period is 1 month in accordance with the conditions of my job agreement.

I had been hired 5 months ago as (job title). During these few months, I realized that my job description does not suit my capabilities and experience. My work here mostly involves lots of paperwork even though I should be spending more time in the field as an engineer.

I am, therefore, giving up my job here in order to be able to pursue other suitable opportunities. I apologize for any inconvenience that may arise for the company due to my decision.

Please let me know if I can assist you in finding my replacement. I shall be glad to help you with the transition.

Sincerely,

Your Name