Your Name

Street Address   
City, ST ZIP Code

Date

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

Dear Recipient Name:

I regret to put forth my resignation from my job as an Assistant IT Technician. Please accept my notice of 10 days.

After working here for 5 months, I have realized that this job is not suitable for me considering my qualifications and experience in the field of IT security. I wish to utilize my specialization for a more suitable job.

My earlier request to the management to switch my position had been declined as that post was already filled. As a result, I feel it is best to resign due to the mismatch.

I thank you for the job opportunity you provided me. It has been a pleasure working for the organization.

Sincerely,

Your Name