

How to write a resignation letter

Writing a resignation letter is never easy. Even when you are desperate to leave your job, there is still an aura of unpleasantness. Here are some tips to tackle the job.

The main part of your letter, the resignation, should include the date your resignation is effective from, the role you are resigning from and the date of your last day. The usual notice period is 4 weeks, please refer to your contract to find out exactly what your notice period is. Now that the bare bones of the letter are completed we start to add some bulk to the letter.

Use the "sandwich technique" where you soften the blow of the bad news of your departure with positive statements on either side. Begin your letter with a positive paragraph.

Start with saying thank you. Resist the temptation to leave a piece of your mind, as the Australian IT market is a small one and best not to burn any bridges. In fact, do the opposite. Document positive memories of your job. Mention how this job has positively influenced your career.

Stay professional. Be respectful and courteous. Do not use emotional or controversial language in your letter. You are a professional, so quit like a professional.

Place your resignation in the middle of the letter.

Try to close your letter with another positive paragraph. This ensures that the person reading it is left with a positive note.



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Sample Letter

Dear Delilah,

I have enjoyed the past four years at GroomCorp enormously. Working for GroomCorp has given me the opportunity to grow professionally and further my career. The guidance and mentoring I received from Keith has been outstanding. I would like to thank you personally for your support and friendship.

As such, it is with great sadness and regret that I write to you to tender my resignation from my role as Chief Ninja of Groomcorp.

As per my contract, I am providing Groomcorp with four weeks notice from today. My last working day will be March 2, 1951.

I wish you and the team continued success in the future. I will always remember my years with Groomcorp fondly.

Yours sincerely,

Chuck Norris
Chief Ninja
Groomcorp