



RESIGNATION LETTER SAMPLE AND REASONABLE NOTICE

BY MICHAEL ALLEMANO

Often candidates are unsure of how to provide proper notice when resigning from their current employer. It is imperative that this be done in written form, regardless of the phone conversation or face-to-face meeting that takes place before or after your intention to resign. Stay classy, and use this sample as your next resignation letter:

[Your Name]
[Your Address]

[Date]

[Your Manager]
[Your Manager's Position]
[Your Company Name]
[Your Company Address]

Dear *[Your Manager's Name]*,

I regret to inform you that I would like to tender my resignation as [Your Position] effective [Date]. I hereby give notice of my intention to leave [Your Company Name]. My last date of employment will be [Date].

Thank you for the opportunities of professional and personal development that you have provided me during the last [x] years. I have enjoyed working for [Company] and appreciate the support provided to me during my tenure with the company. I wish you and [Your Company Name] continued success.

If there is anything I can do in aiding a smooth transition of responsibilities, please let me know.

Thank you.

Sincerely,

[Your Name]

The resignation notice is not the time to engage in a job vent, nor is it the time to talk about "what could have been done to keep you." The same applies to your resignation letter. It should be simple, brief and to the point. There are countless stories of people who have left in a 'blaze of glory,' only to have this impact them later on in their careers.



REASONABLE NOTICE OF RESIGNATION IN ONTARIO

Contrary to popular belief, you are not required by law, to provide two weeks notice of resignation in Ontario.

The Employment Standard Act does not require an employee to provide a minimum notice of resignation.

The Ontario courts generally require an employee to provide their employer with *reasonable* notice of resignation. If an employee fails to provide reasonable notice of resignation and the employer has incurred damages as a result, then the employer is able to seek these damages against the employee.

Generally speaking, if you have been employed for less than 1 year, then 1 week of notice is sufficient. From 1 year to 5 years, then 2 weeks notice is acceptable. At 5+ years of employment, 3 weeks notice should be reasonable.

Following the suggested resignation letter sample, and providing reasonable notice to your manager, will help to ensure that you maintain a professional standing with your old employer and transition to your new job on a positive note.

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Sources:

Doyle, A. (2014, July). *Sample Resignation Letter*. Retrieved from URL: <http://about.com>

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