

Letter of Resignation –

Type a Letter of Resignation for your current job or extern position.

When writing a resignation letter, it is important to keep your letter as simple, brief, focused and to the point. You may tell your current employer why you are leaving but there is no need to elaborate on your reason. Simply provide information on when you are leaving and let the employer know you appreciate your time with the company.

Once you have made the decision to move on, there's no point in criticizing your employer or your job. Remember, this is your last opportunity to leave your employer with positive impression of you and your time of employment.

What to Include in Your Resignation Letter

- The fact that you are leaving.
- The specific date when your resignation is effective. Be sure to allow a minimum of 2 week's notice, 14 days, from the date on your letter of resignation.
- Thank your employer for the opportunities you have had during your employment.
- Say something positive about the job or the business.

It's usually better to resign in person, then follow up with a formal resignation letter. However, if you need to send a resignation email, write it as professionally as you would a resignation letter on paper.

Regardless of why you are resigning or how you feel about it, if you mention why you are leaving, make sure that you do not include anything negative or disparaging about the company, your supervisor, your co-workers, or your subordinates.

This letter will be included in your employment file and could be shared with potential future employers; therefore, it should be professional and polite.

Sample Resignation Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I would like to inform you that I am resigning from my position as _____ for the
_____ company/school. My final day will be _____.

Thank you _____ over
the past _____ months/years. I have enjoyed _____ and
appreciate _____ with the company.

If I can be of any help during this transition, please let me know.

Sincerely,

Your Signature (*hard copy letter*)

Your Typed Name