

## The Resignation Letter

So, you have accepted another job offer and are about to leave your current job that, until recently, was very important to you. Keep in mind that no one outside of your company needs to know the reasons for your departure. Do not allow the events that led up to your decision cause you to be negative in the way you behave.

### What style is appropriate for a professional resignation letter?

Whatever the circumstances surrounding your resignation there are key aspects to remember:

- Keep it concise – less is definitely more
- Keep it factual – emotion should not enter here
- Keep it professional – use positive language

A good tip when writing a resignation letter is to write it, sleep on it and edit it. This will enable you to take out any emotion, good or bad, and stick to the facts.

### What should be included in a professional resignation letter?

There is a formula to writing a resignation letter:

- Date of leaving; ensure to take into account your notice period
- Why you are leaving
- Offer to help with transition; advise that outstanding projects will be completed
- Thanking your employer for the opportunity

Remember, new employers tend to take the side of former employers over the job candidates when checking references, some will conduct full background checks. It is very important not to alienate a former employer, wherever possible, for your future career.

Here are some examples of resignation letter templates that can be used in different circumstances:

#### 1. Factual

Address  
Personal email  
Date

Dear (Manager),

This is to inform you that I will be leaving my position and (Company name) effective as of (date). This constitutes my (number of weeks) notice period.

We can also meet to discuss the status of each of the projects I have been working on. I am also available to cross train (add in names of co-workers) before I leave. (All Company property will be returned at that time.)

I would like to thank you for all of the opportunities that I have had whilst at (Company name) and I wish you all continued success.

Yours Sincerely  
(Your signature)  
(Your name typed)

#### 2. Concise letter following bad company situation

Address  
Date

Dear (Manager),

After considerable thought, I have decided to tender my resignation and leave (Company name) effective as of (date). (All Company property will be returned at that time.)

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### 2. Concise letter following bad company situation (continued)

Thank you for the experience, I wish everyone continued success.

Yours Sincerely

(Your signature)

(Your name typed)

### 3. Due to relocation

Address

Personal email

Date

Dear (Manager),

I would like to inform you that I am officially tendering my resignation from (Company name) effective as of (date). (All Company property will be returned at that time.)

My husband/wife will be relocating to (new location) from (date of resignation)

I never thought that I would ever leave (Company name), I have greatly enjoyed my time here and will do my best to complete all current projects in time.

Many thanks, once again, for everything.

Yours Sincerely

(Your signature)

(Your name typed)

**Remember, keep the letter concise and do not be tempted to let off steam, resign with grace and dignity and your professional integrity will remain intact.**

It is important that in your haste to leave that you remain professional and not forget important aspects that if you leave out or do not handle professionally could lead to animosity.

### Resignation Checklist..

1. **Read your contract** – know what your notice period is to work out your last working day and any other provisions referring to resigning from the Company may be so that you can prepare fully.
2. **Write your resignation letter.**
3. **Resignation meeting** – submit your resignation letter, prepare what you want to say and stick to it.
4. **Counter offer** - flattering but professionally decline any counter offer unless it is truly in your best interest.
5. **Agree** what is to be completed before you leave the Company.
6. **Speak with your HR Dept** to find out when your last payment will be made, process for unused holiday allowance and how to transfer any portable pension plans and other company benefits.
7. **References** – discuss with your Line Manager about providing a reference for future employers.
8. **Say goodbye to your colleagues** – this is very important; you may choose to do this in person or via email. Once again, do be positive, it may be a shock for them, but do not be tempted to brag about your new job – it could lead to animosity.

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