

WRITING A RESIGNATION LETTER

You just found a new position that is going to enhance your career and improve your quality of life. So, why are you still feeling stressed out and anxious? Chances are you are dreading the requirement to draft and submit a resignation letter to your current supervisor. While this may seem like a meaningless inconvenience, most employers require the submission of intent to resign from your current position before you leave their company.

WHAT CONSTITUTES A GOOD LETTER OF RESIGNATION?

The key element in drafting your resignation letter is for you to be clear, concise, and constructive with the document. Remember that there is a possibility that your boss or someone in the company that you are currently working for could one day be in a position to determine whether you get your dream job or not. The team members that you are currently collaborating with are potential valuable networking connection as you continue to advance in your career. Diplomacy in your message will convey that you are appreciative of the opportunity that you were provided with.

WHAT INFORMATION SHOULD BE INCLUDED IN YOUR LETTER?

- 1) Date of letter submission
- 2) Formal statement of resignation
- 3) Proposed end date
- 4) Your signature - signing your name is required

WHAT INFORMATION SHOULD NOT BE INCLUDED IN YOUR LETTER?

- 1) The reason why you are leaving
- 2) Statements of emotion
- 3) What you did not like about your job

GENERAL TIPS FOR WRITING A RESIGNATION LETTER

- 1** Do not make it longer than one page. A resignation letter is not an opportunity to reflect on successes that you have had during your time with the organization, nor should you use it as a way to tell the company what they are doing wrong. You want to be clear and concise. Make sure your supervisor understands that you are leaving your position.
- 2** Be sure to provide the company that you are leaving at least two weeks' notice. This affords them the opportunity to start looking for a replacement to ensure a smooth transition between employees. Offer to support the person that will be replacing you with any training that they may need while you are still employed with the company.
- 3** Your resignation letter is just that - an actual letter that you submit to your immediate supervisor. Simply telling your boss over the phone that you are resigning, or worse, deciding that you are just going to stop showing up for work without telling anyone, will create harsh feelings that may end up hurting you down the road if a future employer requests an employment verification check. You want to provide something in writing that can be placed in your permanent file with the company.
- 4** As you are writing your letter, keep in mind that you will want to have talking points prepared for the inevitable conversation that you will have with your supervisor. There is a good chance that your supervisor will want to speak with you immediately upon receipt of your resignation letter, and it is important that this conversation remains just as professional as the content contained within your resignation letter.
- 5** If you have built a strong relationship with your supervisor, a personal note at the end of the resignation letter would convey your appreciation for their support throughout your employment. This allows you to leave on a good note and might prove beneficial if you ever need your employer to serve as a reference for future career endeavors.

Submitting a letter of resignation can be a very stressful and anxiety-filled time in a professional's career, but it is important to remember that the goal of the letter is to clearly convey that you are leaving your current position. By following the guidelines listed above and utilizing the Sample Letter of Resignation Template on the next page, you should be able to craft a succinct message that allows you to amicably part ways with your current employer.

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

Date

Name
Job Title
Name of Company
Address
City, State, Zip Code

Dear Mr./Mrs. Last Name:

Please accept this letter as formal notification that I am leaving my position with (name of company) on (date - at least two weeks from the date of the Letter of Resignation).

Thank you for the professional and personal development opportunities you have provided me during my time with (name of company). I have enjoyed my tenure working with the organization, and I wish the highest levels of success for (name of company).

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

Sincerely,

Your Signature

Your Typed Name