

Letter of Resignation Tip Sheet

You have just received a job offer from a new employer. What should you do once you've made the decision to accept a job with another employer? You should take the time to write a letter of resignation to your current employer. It's best to have written documentation of your resignation and planned last day of employment.

People leave their jobs for many reasons, and you certainly do not need to provide any details on why you are leaving your current employer, however you can if you feel comfortable. Resignation letters are a courtesy to your employer and sometimes expected, so you simply need to state that you are leaving your current position to pursue other opportunities.

As you are composing your letter, please remember that your job history follows you around. You never want to leave on bad terms with any employer, mainly because doing so could be a disadvantage for you later in your career. It is important to view the letter as a way to part amicably with the employer, possibly securing the ability to use them as a reference later in your career.

Resignation Letters Should:

- Be short, polite and professional when stating your intention to leave your position
- Simply state that you are leaving your current position to pursue other opportunities
- Be submitted two or more weeks before your planned resignation date (depending on employer policy) to your direct supervisor with a copy to your human resources office
- Include the date that you submit it, the position title you are resigning from, and the date of your expected last day

LETTER OF RESIGNATION OUTLINE

First Paragraph: State your intention of resigning from your job position and leaving your

current employer. Give a specific last day of work.

Second Paragraph: If you feel comfortable, you can provide a reason why you are leaving

which can include relocation, career advancement, career change, or academic pursuits. You can also reinforce your value by mentioning your

key accomplishments with the employer.

Third Paragraph: Thank both your direct supervisor and the employer for the opportunities

you had working for them. Be sure to end the letter positively.

~ Source: Adapted from Quintessential Careers

SAMPLE LETTERS OF RESIGNATION

TC Resign 123 Job Way New York, NY 10027 201.555.0303

June 3, 2011

TC Employer Director ABC Company 1 Flower Drive New York, NY 10027

Dear TC,

I am writing to you today to officially offer my resignation from ABC Company effective Friday, June 17, 2011.

I never thought I would ever leave such a great company, but when the opportunity arose to own and operate my own company, which as you know has always been a lifelong dream for me; I simply had to take advantage of it.

I cannot say enough wonderful things about ABC Company, about all the people I have interacted with in my years of service with the company, and especially about you and all the others on the sales team. Your leadership has taken us all to new levels, and I have appreciated all your professional and personal advice over the years. It is my hope that we will stay in touch as I begin this new chapter in my life.

If you have any questions, please ask. Thanks again for everything.

Sincerely,

TC Resign

TC Resign

~ Source: About.com

TC Resign 123 Job Way New York, NY 10027 201.555.0303

June 3, 2011

TC Employer Director ABC Company 1 Flower Drive New York, NY 10027

Dear TC,

I am writing to notify you that I am resigning from my position as Human Resources Representative. My last day of employment will be June 17, 2011.

I appreciate the opportunities I have been given during my time with your company, as well as your professional guidance and support.

I wish you and the company the best of success in the future.

If I can assist with the transition, please do let me know.

Sincerely,

TC Resign

TC Resign

~ Source: About.com