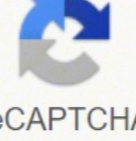


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Are you ready to resign from your job? When you resign from employment, it's a good idea to provide the company with a professional resignation letter informing your employer that you will be leaving. That's the case even if you tell your boss that you're moving on. This letter can help to leave the company with a strong and positive impression of you as an employee. It also formalizes the details of your resignation, so the date you've resigned and the last day you'll be working are set in writing. Here's information on what to include in a resignation letter, tips for writing it, examples, and advice on how to graciously move on from your job. If you have a contract, make sure you are familiar with the terms before you quit your job. If at all possible, adhere to the contract guidelines when you resign. If you have a strong rapport with your manager or supervisor, it is also considerate to speak with them in person first to let them know that you will be submitting your formal letter of resignation. Letting your boss know that you will be leaving before you officially resign gives them extra time to absorb the news and to prepare the team for your departure. Leaving on a positive note can be helpful if you need a reference from the company or your manager. Plus, it's always a good idea to put important information in writing—that way, you can confirm your last day of employment, and there can be no questions about when you are departing from the company. Your resignation letter also demonstrates to future employers who request your employment records that you left the job of your own volition rather than being laid-off or fired. Resignation letters should be brief and to the point. You have no obligation to share details about why you are leaving the company or where you are going next. There are three important things to include in your letter: The fact that you are resigning,When your last day of work will be: A "thank you" for the opportunity of having been able to work for the employer. Since this is a formal letter, you'll also need to include the date you wrote it. If anyone looks at your letter in the future, this will help make it clear that you have provided two weeks' notice before your departure, which is frequently required in employment contracts. If you have the availability, you should also extend an offer to help during the transition that will occur. Your offer to help might include training your replacement or writing a list of your daily work responsibilities and open projects for their use so that they can "hit the ground running," with as little disruption to your department as possible. Just as important as the information you do include in your letter is the information you omit. You want your resignation letter to leave a good impression. Even if you were unhappy at your job or dislike the company or your colleagues, now is not the time to voice those opinions. Keep your letter civil and gracious. See more tips for writing a resignation letter. Below, you'll find a resignation letter example that you can use as inspiration if you need to write one of your own. You'll also find tips about what information to include in your resignation letter, as well as how to handle in-person communications during your remaining time at the company. Jill Masolov1232 15th StreetManuhet, NY 12446March 7, 2022Ms. Margaret ManatierChief Executive OfficerAcme Company456 Main StreetHuntington, NY 12345Dear Ms. Manatier: I am writing to notify you that I am resigning from my position as Customer Service Manager with Acme Company. My last day of employment will be March 18, 2022.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 to my successor, please do let me know.Very sincerely,Signature (hard copy letter)Jill Masolov In some cases, you may not be able to provide two weeks notice or you may want to provide additional information to your manager about your departure. Here are resignation letters for many different circumstances to help you resign with class. If you're resigning via email use these resignation email message examples to help you draft your own message. Your letter can be addressed to either your manager or your human resources contact, and you can send it as an email or else print out and provide a hard copy. If you send an email, be sure to put your name and "resignation" in the subject line of your message. For example: Subject: Jill Masolov - Resignation Notice Be aware that even if you offer two weeks' notice, there is a chance that the company will not take you up on it. The company may accept your resignation as effective immediately. Make sure you are prepared for this possibility financially. Just in case this should occur, you should also clear out your computer before you tender your resignation. If you are asked to leave immediately, you may not have time to delete files or collect email addresses and phone numbers so you can keep in touch with colleagues. Here are more resignation do's and don'ts that will help you ensure the process of quitting your position goes smoothly. If you're leaving your job, you're not alone. The workforce has revolutionized into "The Great Resignation." Some experts have renamed the recent spikes in employee resignations as "The Great Reimagination" or "The Great Realization." People are reevaluating how they work, where they work, and why they work. According to the Bureau of Labor Statistics, in April 2021 alone, around 4 million people quit their jobs. That number is the highest recorded since the bureau started recording such rates. Even though millions quit their jobs every month, we understand that telling your boss that you're leaving the company is never an easy conversation. A respectful resignation letter can mean the difference between an awkward goodbye and a chance for a long-term professional connection. Ideally, you'll provide a resignation letter two weeks before leaving the company. It lets you officially announce your termination at the company and offers essential housekeeping information, like your last day and other details about your departure. An effective one helps you ensure a positive conversation with your boss and a smooth transition to your next journey. But how do you write a good resignation letter? What should you include and exclude? Writing a resignation letter can feel like a daunting task, so we've created a professional resignation letter template to get you started and included examples for inspiration. Resignation Letter Format A resignation includes a few elements: the greeting, opening paragraph, body paragraph, and closing paragraph. The letter should be detailed but brief. You should want to inform your manager of your decision, but keep it professional if the reasons are less positive. What do I include in a professional resignation letter? Writing a professional resignation letter starts with understanding each of its components: 1. Statement of Resignation and End Date Begin your letter by stating your position at the company. This might seem redundant if you work at a small company and your boss knows you well, but it's essential to include it since the letter is your official termination. Along with this information should be a simple statement of your resignation. Also, providing an end date in the first paragraph is helpful since that's one of your employer's first questions. Here's what this first paragraph may look like in practice: I would like to inform you that I am resigning from my position as [Position Name] for [Company Name], effective [Date]. 2. Gratitude Take the time to consider how you've grown or what you've appreciated most about your time at the company. Be as specific as possible. Perhaps the company provided professional development opportunities. Maybe you've enjoyed the environment the company fostered and the supportive atmosphere. It's also nice for your employer to receive a thank you for the time and resources they've used in supporting your career growth. Here's an example of what this may look like: I appreciate the opportunities for professional development that you have provided me over the past two years. I have enjoyed my tenure at [Company Name] and feel honored to have been part of such a supportive team. If you'd like, you can include where you're heading. For example, if you're switching industries to pursue a passion or going to graduate school, it might be appropriate to include that. For example: I accepted a position as a [New Job Title], and I'm looking forward to [pursuing my passion in X] or continuing my work with a focus on [Y]. However, if you're leaving the company for a competitor, it's better to omit such information. 3. Transition Details In the third paragraph, mention your willingness to make the transition easier. For example: If I can be of any help during this transition, please let me know. I am available to help train my replacement and ensure that all my reports are updated before my last day of work. This sentence might look different for you. But regardless of what you write, it's good practice to include specific details regarding how you'll help. As an optional follow-up paragraph, briefly review the work you'll be surrendering when you officially leave the company. Although it's technically your manager's responsibility to pick this work up and determine how it will continue, it's helpful to list all the projects and tasks you've been in charge of to make the transition even easier on the company in the interim. If you didn't serve in a managerial capacity or collaborate with other departments, you could skip this part. 4. Personal Contact Information This last paragraph is optional and doesn't need to be included all the time, particularly if you have no desire or need to use your former employer as a reference. However, many candidates choose to maintain their professional networks. A closing may look like this: Thank you again for the opportunity to work at [Company Name]. I wish you all the best and look forward to staying in touch. You can email me at [Email Address]. What Not to Include in a Resignation Letter 1. Future Career Moves While you can mention where you're going next, you don't need to tell your employer about your new position or salary at length. Keep things professional. You can acknowledge how the current position helped your advancement within your industry. Your letter should be direct and reflective in tone to your employer. 2. Distasteful Language It goes without saying, but a resignation letter isn't the time to use profanity and obscene language. You need to remain respectful and professional until your end of tenure. Although you may feel the urge to criticize your former job, the resignation letter isn't the time to air out the dirty laundry. 3. Emotional Attachments If you're leaving a supportive work environment, it's helpful to leave out emotional sentiments in the letter. Be as professional as possible. You can illustrate those emotions through face-to-face meetings with others. 4. Criticism of Coworkers Your resignation letter doesn't need to include negative comments about colleagues or managers at the company. The letter is meant to conclude your tenure, not blame others for incomplete tasks. 5. Projecting Bitterness This is not the time to project your resentment towards your current job. You need to reflect on positive moments and how you gained useful knowledge about the industry and yourself. You don't have to leave on a sour note with your employer. Professional Resignation Letter Samples With the above template in mind, let's look at a few sample resignation letters for different positions, each taking a slightly different but amicable tone to their resignations. 1. Gracious Resignation Letter Sample You can share why you're quitting if they aren't work-related reasons. The reasons should be positive or neutral. Its tone is thankful that the employer took a chance on you. Most offer an extended hand to train the incoming person. The letter includes a notice of resignation at least two weeks in advance. 2. Brief Resignation Letter Sample A brief resignation letter will include two important things: your date of resignation and a formal notice to your supervisor. A good letter can also include a "thank you" line, but it's not necessary. Although you're ending your tenure with your current employer, you don't want to burn a bridge without honoring your notice deadline. 3. Immediate Resignation Letter Sample While the best way to quit a job is to give at least two weeks' notice and offer to help with the transition, sometimes circumstances make that impossible. If you need to leave your job immediately without notice, you need an immediate resignation letter. Here is a sample that can help you: Free Professional Resignation Letter Templates Download the Templates Now Sometimes the nature of your position merits a more specific letter of resignation when you leave. Below are a couple of templates that help these more dynamic roles make a graceful departure from the company. 1. Contractor Resignation Letter Template If you work freelance, you might need to adjust the focus of your resignation letter to address your final assignments and exactly how you'll be parting ways with your client. This includes your current duties, tasks you won't complete, and how you'll accept your final payment. Image Source 2. Executive Resignation Letter Template A quick email or two-paragraph notice to your superior might not suffice as an official resignation if you're in an executive- or senior-level leadership role. Because these roles are harder to fill, you might play a more significant role in the transition period, especially since you manage more people and decide on the direction of more projects. The example below separates the resignation into two sections. The first is the resignation itself, and the second is how (and with whom) the resigner's work will continue. It's just one of the different templates we have to offer. Image Source Ready to Write Your Resignation Letter? Be polite in your resignation letter no matter your role, state why you're leaving, and be clear on who you're informing. Gratitude and support during your departure go a long way with employers, and the last thing you want to do is leave the company on a sour note — even if you're leaving for unpleasant reasons. By drawing inspiration from these resignation letter samples and templates, you'll protect your professional bridges and keep your professional network intact as you start your next adventure. Editor's note: This post was originally published in October 2018 and has been updated for comprehensiveness. Originally published May 20, 2022 7:00:00 AM, updated August 04 2022







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