**Resignation Letter Facts and Guide**

**How to Organize a Resignation Letter**

**Header:**A resignation letter should begin with both you and the employer's contact information (name, title, company name, address, phone number, email) followed by the date. If this is an email rather than an actual letter, include your contact information at the end of the letter, after your signature.

**Salutation:** Address the resignation letter to your manager. Use his or her formal title ("Dear Mr./Mrs./Dr. XYZ)

**Paragraph 1:**State that you are resigning and include the date on which your resignation will be effective. Check your contract to see how much notice you are required to give your manager.

**Paragraph 2:***(Optional)*If you want, you can say why you are leaving (i.e. you are beginning another job, you are going back to school, you are taking time off), but this is not necessary. If you do choose to say why you are leaving, be positive - focus on where you are going next, not on what you disliked about your current job.

**Paragraph 3:** *(Optional)* Unless you know you will be completely unavailable, say that you are willing to help with the transition that your leaving will cause.

**Paragraph 4:***(Optional)* If you would like a letter of reference from your manager, you can ask for it here.

**Paragraph 5:** *(Optional)* Thank your manager for the opportunity to work for the company. If you had a particularly good experience, you can go into a bit more detail about what you appreciate about the job (the people you worked with, the projects you worked on, etc).

**Close:** Use a kind but formal signoff, such as "Sincerely" or "Yours Sincerely."

**Signature:**End with your signature, handwritten, followed by your typed name. If this is an email, simply include your typed name, followed by your contact information.

**To Do & Not To Do:**

#### **Necessity #1: A Professional Greeting**

Your letter should be addressed to your boss. There’s a good chance that this letter will merely end up in a file in HR, but it starts with your boss. Assuming this is someone with whom you work reasonably close with on a daily basis, it doesn’t have to be super stiff and formal. Specific and professional is the right tone here.

For example:

* Dear Mary,
* Mary,

Bad examples:

* Dear Ms. Stone,
* Hey Mary,
* To whom it may concern:
* Dear Human Resources representative,

Even if you’re not close with your boss, chances are you have a working, first-name-basis relationship. Maintaining that in your official letter is okay. You don’t need to keep a Victorian level of formality here—just make sure it’s a professional tone.

#### **Necessity #2: State Your Intent**

The whole theme of your resignation letter is the statement that, well, you resign. You don’t need to play coy—the time has passed for you to fish around for a counteroffer if it’s gotten this far. At this point, you’ve made your decision to leave, and this letter needs to reflect that.

For example:

* I will be leaving my position as Customer Service representative.
* I resign my position as Customer Service representative.

Bad examples:

* The time has come for me to think about parting ways with this company.
* All good things must come to an end.
* I will not be coming in after August 30.

You want your intent to be as direct as possible. You are leaving, plain and simple. There’s no need to mention where you’re going. You can discuss that with your boss (though you’re not obligated to do so) and your colleagues if you want, but there’s little purpose for including that in your resignation letter. That’s especially true if you’re moving over to a competitor—you don’t want to create ill will in this letter or cause any drama.

#### **Necessity #3: Your End Date**

The most crucial detail in a resignation letter is your end date. Legally and according to your company’s policy, you might be required to give a minimum amount of notice (two weeks, or possibly more, depending on the company and the role). If that’s the case, you don’t want there to be any confusion about how much notice you give. If it’s right there in writing in a letter dated two weeks before your last day, you’re saving yourself the hassle. It also starts the clock for your boss and your company, kicking off the transition plan of training, hiring, and otherwise covering your impending departure.

For example:

* My last day in the office will be Tuesday, June 30.
* I am leaving my position as a Customer Service representative, effective June 30.

Bad examples:

* I will be leaving in a few weeks.
* I will be leaving the company after a period of time.
* Here is my required notice in accordance with company policies.

The bad examples here are all too vague. With the last one, you’re aligning yourself with company policy, which is good, but it still doesn’t tell the reader how much notice that actually is. Be as specific as possible on the time you have between now and your last day.

#### **Necessity #4: A Gracious Tone**

Your resignation letter is not the time to air grudges, take passive-aggressive shots, or otherwise be unpleasant. [Regardless of how you feel about your (soon to be former) job or your boss](https://www.thejobnetwork.com/5-warning-signs-you-have-a-terrible-boss-092016/), this letter should be an exercise in professionalism and graciousness. An excellent way to do that is to say a simple “thank you.” Even if you hated your job, you got *something* from it at some point. Focus on that positive bit if you need to.

On the flip side, if you loved your job, your coworkers, your boss, the cappuccino machine, everything about the place, don’t write page upon page waxing rhapsodic about all that you’re giving up by leaving. A brief, heartfelt compliment to the company, or a thank you, is fine.

For example:

* *I’ve appreciated the opportunities I’ve had here.*
* *Thank you so much for the opportunity to work and grow as part of the Customer Service team.*
* *This company has been a great home for me for the past six years, and I thank you for being a big part of that as my boss and mentor.*
* *I’ve learned so much in my time here, and I know that this company will continue to grow and thrive.*

Bad examples:

* *I’ve enjoyed SOME of my time here.*
* *I think we both know that this has been a terrible place to work, but I appreciate the opportunity.*
* *This is a great company, but the management leaves a lot to be desired, so I am leaving.*
* *I hope the next person in this position enjoys the challenges of micromanagement and stressful workloads that I have experienced in my time here.*

You’ll have plenty of time to vent personally about your work grievances as you leave, but really, you stand to gain nothing by putting negativity into your resignation letter. And unless you’re leaving the state and your current industry, you always run the risk of running into the same people later on. So you’re far better off taking the high road and making sure your exit is a classy one.

#### **Necessity #5: Your End Game**

When you hand in your resignation letter, it can kick off a bit of chaos—your position will need to be filled, but your duties will also need to be covered until they can replace you. As part of your resignation letter, it’s a good idea to convey what your availability is during that transitional period.

For example:

* Over the next two weeks, I would like to work with you on training or any necessary transition duties as I wrap up my time here at the company.

Bad example:

* I will be available to train a replacement.
* I plan to be very busy until my last day.

These are vague… are you available to train a replacement anytime, even after your last day? Are you saying you’ll be too busy to help prepare someone else or that you’ll be busy helping with the transition? As with everything else in your resignation letter, clear and concise are the way to go.

After that, you’re ready to close out your letter and move on. The basic closings are fine here—again, you don’t need to go overly sentimental or formal, but you should also write as if it will be read by anyone at the company.

For example:

* *Sincerely,*
* *Best wishes,*

Bad examples:

* *Adios,*
* *Bye Felicia,*
* *Warmest eternal regards,*

And with that signing flourish, you’re done! You’ve resigned, and you’re ready for your exciting new job. Let’s recap the good example resignation letter as a whole.

*Sources:*

[*https://www.thebalancecareers.com/two-weeks-notice-resignation-letter-sample-2063069*](https://www.thebalancecareers.com/two-weeks-notice-resignation-letter-sample-2063069)

[*https://www.thejobnetwork.com/how-to-write-your-resignation-letter/*](https://www.thejobnetwork.com/how-to-write-your-resignation-letter/)

Your Name

123 Your Street

Your City, Province 12345

(123) 456-7890

[no\_reply@example.com](mailto:no_reply@example.com)

January 1st, 2019

Company Name

123 Address St

Anytown, ST 12345

Dear Mary,

Please accept this letter as notice of my resignation as a Customer Service representative. My last day in the office will be Monday January 1st, 2019.

Working here has been an incredible opportunity, and it was not an easy decision to leave to pursue another opportunity. This company has been a great home for me for the past six years, and I thank you for being a big part of that as my boss and mentor. I’ve learned so much in my time here, and I know that this company will continue to grow and thrive.

Ahead of January 1st, I would like to work with you on training or any necessary transition duties as I wrap up my time here at the company.

Thanks again for the opportunity to be a member of this team!

Sincerely,

Your Name

Jon Snow  
123 Kings Landing  
Winterfell, The North  
123-4567  
thetrueking@ofthenorth.ca

April 1st, 2019

The Night’s Watch  
The North  
456 Night Watch Dr.   
Night’s Watch, The North

Dear Lord Commander:

I am writing to announce my resignation from The Night’s Watch, effective two weeks from December 21st, 2018.

I've enjoyed working for you and managing a very successful team. I have made the difficult decision that it is time I take the skills I have learned here and apply them to a different area in order to expand my experience. I have learned a lot from this experience that I will take with me and apply to my future endeavours.

Thank you for the opportunities for growth that you have provided me. I wish you and the Night’s Watch all the best. If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,

Jon Snow