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How to resign from a job Youve got a new job and youre really excited to join your new company - or maybe youre desperate to leave your old one. However you feel, handing in your notice letter is never an easy conversation to have, so the more prepared you are the better.Therefore the first step: hand in a notice letter. Write your resignation letter and take it into the meeting with your manager This will put you in the right frame of mind for the conversation and will give you a prop to use when you go into the meeting, explains Sophie Adelman, who manages recruitment platform Hired.co.uk. She says handing in notice should be short and to the point; thank the company for their support and wish everyone the best for the future. The resignation letter should acknowledge what you have decided to do, your rationale for leaving, and what you have enjoyed about working for the organisation, suggests Sarah Hernon, consultant at Right Management. Handing in notice template Click here to download our resignation letter template. When discussing your leaving date, try to be as accommodating as possible and reach an agreement on timing that reflects both parties needs, advises Victoria McLean, CityCV. Dont rush the conversation Even though you may be desperate to get the conversation over and done with, remember that your resignation might come as a shock to your manager and it will throw up a number of complications for them, explains Adelman. She says to make sure you have dedicated time for the conversation - and try to avoid resigning on a Monday morning or just before a key meeting. Be polite, respectful and avoid confrontation at all costs, says Hernon. If you are feeling nervous, be prepared by rehearsing what are you going to say in advance. This will help you stick to the facts, remain calm, avoid waffle and stay in control of what youre saying, she adds. Be prepared for the question: why are you leaving? Inevitably youll be asked the reason why youre leaving - but this isnt your cue to dish out home truths or launch into a negative appraisal of the company. Because, criticism, however constructive, is not a good idea, Clare Whitmell, founder of jobmarketsuccess.com says. If you're asked why you're leaving, emphasise what it is you're going to, rather than what you're leaving behind, she explains. For example, the chance to work on a particular project, in a particular location, or to develop new skills - or even to pursue a career change. Never stoop to personal remarks, score settling, or clearing the air, warns McClean. Behaving with dignity and decorum will make you feel better about yourself and the process less stressful for all involved. Adelman suggests that a useful way to move the conversation on from why you are leaving is to start discussing the logistics of your handover. Coming to the meeting with a clear plan for how you will hand over your existing activities is a really professional thing to do, she says.Most managers will be grateful for your foresight. Stay professional to the end Ultimately, it is important to make your bosss final impression of you a good one. And there are several reasons why this matters; the first is for professional pride. Do the best job you can do under the circumstances, and don't slack just because you're leaving, advises Whitmell. The second is that it's a small world. Your previous boss or colleagues may cross paths with you - or with current managers and colleagues - in the future; don't make it more awkward than you have to, she says. If you are staying in the same industry you will meet these people again and in a world of frequent mergers it could be sooner than you expect, adds McLean. In the spirit of professionalism, don't tell other people in the organisation that you're planning on leaving before you speak to your boss, advises Adelman. Give your manager the courtesy of being the first to know of your decision so you can discuss together the most appropriate way and timing to announce your departure. Equally, avoid speaking negatively to colleagues about your manager or the organisation and refrain from demonstrating any other emotional reasons for leaving, Hernon adds. Finally, dont use your resignation as a bargaining tool to get a promotion or a pay rise. You should only offer your resignation when you are sure you want to move onto pastures new, advises Adelman. You might be presented with a counter offer; a pay rise, a promotion or the new opportunities you had been asking for. Adelman says even though it would be tempting to accept, ask yourself the question why these were not offered to you before and if this really does change how you feel about the company. If you have already accepted an offer elsewhere, reneging on that offer is unprofessional and should only be done in very exceptional circumstances, she warns. Are you looking for your next career opportunity? Browse our jobs here by Michael Cheary When the time comes to leave your job, its not uncommon to feel lost for wordsEven if the reasons for your resignation are clear in your head, putting them in writing in a professional and business-like manner can be difficult.Weve covered how to resign, and what you need to know about your resignation letter, but if youre still lacking inspiration, some simple resignation letter examples can be a great way to get the ball rolling.What to write in a resignation letterEven if you want to keep it brief, there are some essential pieces of information you need to include:Your nameThe dateThe position youre resigning fromAddressed to the appropriate person (line manager, supervisor, manager etc.)When your resignation will take effectYour signatureYou may also want to mention your handover, to help your team transition smoothly once you leave.Of course, the reasons for your resignation could vary greatly, so theres really no such thing as a one-size-fits all resignation letter.However, if youre still struggling putting your point into words, heres a few short resignation letter examples and samples to help you resign the right way:Resignation letter sampleFormal resignation letter templatesIf you want to keep it simple, try using the following short resignation letter template: Download Basic Resignation Letter TemplateFound a new job? Heres the resignation letter template for you: Download New Job Resignation Letter TemplateIf you feel a lack of opportunities is your main motivation to leave, heres a resignation letter example that may help: Download Career Progression Resignation Letter TemplateTop tips for writing a simple resignation letterOnly include positive reasoning. Whilst you have no obligation to state your reason for resigning, it might be worth mentioning if itll help to soften the blow and/or help your employer improve. But remember: always be positive. This isnt the place to voice your grievances.Keep it professional. No matter how you feel about your employer, your resignation letter should always be written professionally. Thanking them for the opportunities you were given is a great way to keep your integrity in check (and avoid burning any bridges).Dont forget formatting. Your resignation letter should be a typed document that follows the conventions of a standard letter. It should include clear paragraphs, be addressed to the correct person, and show the date clearly. Check our resignation letter templates to make sure you get the format right. Follow the correct procedure. Its vital to check your employment contract before handing in your resignation letter. This will ensure youre covering all bases, and giving your employer the right amount of notice.Eight of the greatest ways to resignEight terrible reasons for leaving a jobWhat is a notice period?Now youre up to speed with your resignation letter, its time to figure out how to survive your exit interview.Still searching for your perfect position? View all available jobs nowSign up for more CareerAdvice WRITE A PROFESSIONAL RESIGNATION LETTER .. With an Example! When it comes to resigning from a job, there are several things you need to consider. One of the most crucial aspects is writing a resignation letter. This letter informs your employer of your decision to leave and helps to ensure that the transition process is as smooth as possible. Writing a resignation letter may seem like a daunting task, but with the right resignation letter example, you can make it a breeze writing one yourself! In this article, we will discuss some essential elements to include in a resignation letter and provide you with some examples that you can use for your specific situation. By following these guidelines, you can ensure a smooth and respectful transition out of your current role and leave on good terms with your employer. A resignation letter should be brief and to the point while also conveying your gratitude for the opportunity to work with the company. Here are some essential elements to include in your resignation letter: A clear statement of your intention to resign. The date on which your resignation is effective. A brief explanation of why you are resigning (optional). A statement expressing your gratitude to your employer for the opportunity to work with them. A statement offering to assist with the transition process. Your contact information. A signature. Now that you know what to include in a resignation letter, its time to choose the template thats right for you. Below are some resignation letter examples that you can customize based on your specific job situation. When its time to resign from a job, its essential to do so with professionalism and grace. A resignation letter is a formal way to inform your employer of your decision to leave and to provide a clear timeline for your departure. This resignation letter example can be used for a variety of situations, whether youre leaving for a new job, retiring, or any other reason. [Your Name][Your Address][City, State ZIP Code][Your Phone Number][Your Email Address] [Date] [Employers Name][Employers Address][City, State ZIP Code] Dear [Employers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date]. Thank you for the opportunity to work with [Company Name], and I am grateful for the experience and knowledge gained during my time here. I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] *Remember to write two weeks notice instead of 2 weeks notice to use professional resignation letter formatting. [Your Name][Your Address][City, State ZIP Code][Your Phone Number][Your Email Address] [Date][Employers Name][Employers Address][City, State ZIP Code] Dear [Managers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date], providing a two-week notice as per my employment agreement. Thank you for the opportunity to work with [Company Name], and I am grateful for the experience and knowledge gained during my time here. I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] [Your Name][Your Address][City, State ZIP Code][Your Phone Number][Your Email Address] [Date] [Employers Name][Employers Address][City, State ZIP Code] Dear [Employers Name], I regret to inform you that I am resigning from my position as [Job Title] at [Company Name], effective immediately. I understand that this sudden resignation may cause some inconvenience, and I apologize for any disruption this may cause to the team. However, due to unforeseen circumstances, I must step down from my position immediately. Please let me know if there is anything I can do to help with the transition during my remaining time here. I am willing to assist in any way possible. Sincerely, [Your Name] Making the decision to resign from a job can be a difficult one, especially when it is due to personal reasons. This type of resignation can often leave the employer and colleagues questioning what went wrong or what could have been done differently. However, sometimes personal circumstances change, and it becomes necessary to put personal needs first. Dear [Managers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date]. I regret to inform you that I am resigning due to personal reasons. While it was a difficult decision to make, it is the best course of action for me at this time. I am grateful for the opportunity to work with [Company Name] and appreciate the experience and knowledge gained during my time here. Now I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] Relocating to a new city or state is an exciting opportunity, but it can also be a challenging time. One of the most significant steps in the process is resigning from your current job. To make the process smoother, its important to provide your employer with a clear and concise resignation letter. This resignation letter example is designed specifically for those who are leaving their job due to relocation. Dear [Managers Name], I am writing to inform you that I am resigning from my position as [Your Position] at [Company Name]. My last day of work will be [Date], providing two weeks notice as required by my employment contract. After much consideration, I have decided to relocate to [City, State] to be closer to my family. This decision was not easy, but I have come to realize that it is the best course of action for me and my family. Unfortunately, this means that I must leave my position at [Company Name]. I am incredibly grateful for the opportunities that [Company Name] has provided me during my time here. Now I have learned a great deal, and I have enjoyed working with my colleagues. I will miss my role here, but I am excited about this new chapter in my life. Now I want to ensure a smooth transition for my colleagues and my replacement. I will do everything in my power to complete all outstanding projects before my last day of work. Additionally, I am more than happy to help with the training of my replacement or any other tasks that will help to make this transition easier. Thank you for your understanding and support in this matter. It has been a pleasure working with you and the team, and I wish everyone at [Company Name] all the best for the future. Sincerely, [Your Name] Leaving a job for a better opportunity is an exciting time, but its important to resign in a professional and respectful manner. A resignation letter is a formal way to inform your employer of your decision to leave and to provide a clear timeline for your departure. This resignation letter example is designed for those who are resigning due to a better opportunity, providing a clear and concise statement of your decision to leave while also expressing gratitude for your time with the company. Dear [Employers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date]. I am resigning because I have accepted a new job opportunity that aligns better with my long-term career goals. I am grateful for the opportunity to work with [Company Name] and appreciate the experience and knowledge gained during my time here. Now am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] As we grow in our careers, its natural to seek out new challenges and opportunities for growth. If youre resigning from your job due to career growth, its important to communicate your decision in a professional and respectful manner. This resignation letter template is designed for those who are resigning due to career growth, providing a clear and concise statement of your decision to leave while also expressing gratitude for your time with the company. Dear [Managers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date]. I am resigning because I have received a new job offer that offers greater opportunities for career growth and advancement. While it was a difficult decision to make, it is the best course of action for me at this time. I appreciate all the opportunities [Company name] has provided me for these past years. Now I believe that the skills I have acquired will be of great value to me in the future. I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] Sometimes, despite our best efforts, we find ourselves in a job that doesnt align with our values or personal goals. If youre resigning from your job due to job dissatisfaction or an unfit company culture, its essential to communicate your decision in a professional and respectful manner. This resignation letter template is designed for those who are resigning due to job dissatisfaction or unfit company culture, providing a clear and concise statement of your decision to leave while also expressing gratitude for your time with the company. Dear [Managers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date]. I am resigning due to job dissatisfaction and/or an unfit company culture. After careful consideration and reflection, I have come to the conclusion that it is best for me to move on and find a work environment that better aligns with my personal values and career goals. I appreciate the opportunity to work with [Company Name], and I am grateful for the experience and knowledge I have gained during my time here. However, I believe that it is in my best interest to seek employment elsewhere. Now I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] Sometimes, health issues arise that make it difficult or impossible to continue working in your current job. In these cases, its important to communicate your decision to resign in a professional and respectful manner. This resignation letter template is designed for those who are resigning due to health reasons, providing a clear and concise statement of your decision to leave while also expressing gratitude for your time with the company. Dear [Managers Name], I am writing to inform you that I am resigning from my position as [Your Position] at [Company Name]. My last day of work will be [Date], providing two weeks notice as required by my employment contract. This decision has not been an easy one, but due to my health, I have decided that it is in my best interest to step down from my current role. [Explain your reasons in a respectful and professional manner, without going into too much detail about your health condition.] I am grateful for the opportunities that [Company Name] has provided me during my time here, and I will always remember the skills and experiences that I have gained. I am committed to ensuring a smooth transition and will work to complete any outstanding projects before my departure. Please let me know if there is anything specific that I can do to make the transition easier for my colleagues or my replacement. I am also happy to assist with the training of my replacement or provide any other support that may be required during this time. Thank you for your understanding and support in this matter. I am proud to have been a part of the [Company Name] team and wish you all the best for the future. Sincerely, [Your Name] Family is one of the most important aspects of life, and sometimes, circumstances arise that require us to prioritize our family above all else. If youre resigning from your job due to family reasons, its essential to communicate your decision in a professional and respectful manner. This resignation letter template is designed specifically for those who are resigning due to family reasons. It provides a clear and concise statement of your decision to leave while expressing gratitude for your time with the company. [Your Name][Your Address][City, State ZIP Code][Your Email Address][Todays Date] [Employers Name][Company Name][Address][City, State ZIP Code] Dear [Managers Name], I am writing to inform you that I am resigning from my position as [Your Position] at [Company Name]. My last day of work will be [Date], providing two weeks notice as required by my employment contract. This decision has not been an easy one, but after much consideration, I have decided that it is in the best interest of my family for me to step down from my current role. [Explain your reasons in a respectful and professional manner, without going into too much detail about your personal life.] I am grateful for the opportunities that [Company Name] has provided me during my time here, and I will always remember the skills and experiences that I have gained. I am committed to ensuring a smooth transition and will work to complete any outstanding projects before my departure. Please let me know if there is anything specific that I can do to make the transition easier for my colleagues or my replacement. I am also happy to assist with the training of my replacement or provide any other support that may be required during this time. Thank you for your understanding and support in this matter. I am proud to have been a part of the [Company Name] team and wish you all the best for the future. Sincerely, [Your Name] Retirement is a significant milestone in ones life. Resigning from a long-term job is thus a crucial part of this process. Dear [Managers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date]. I am retiring from my position after [Number of Years] years of service with [Company Name]. It is time for me to move on to the next chapter of my life, and I am looking forward to the opportunities and challenges that retirement will bring. I am grateful for the opportunities I have had while working at [Company Name], and I appreciate the experience and knowledge gained during my time here. Now I want to thank you and the entire team for the support and guidance provided throughout my career. I will commit to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] In todays rapidly evolving job market, remote work is becoming increasingly popular as employers embrace the benefits of a flexible workforce. For many professionals, the opportunity to work from home is a major draw. Working from home does offer better work-life balance, enhances productivity, and the ability to work from anywhere in the world. In this resignation letter example, we provide an example of how to resign from a position due to an exciting remote work opportunity. This letter is suitable for individuals who have been offered a remote position with another company and wish to leave their current employer to pursue this new opportunity. Dear [Managers Name], I am writing to inform you that I am resigning from my position as [Your Position] at [Company Name]. My last day of work will be [Date], providing two weeks notice as required by my employment contract. I have recently received an exciting opportunity to work remotely for another company, and after careful consideration, I have decided to accept this position. This decision was not an easy one to make, but I believe that it is in the best interest of my career growth and personal life. The prospect of working from home has long been a goal of mine, and I am excited to take advantage of this opportunity to work in a more flexible and autonomous environment. I want to express my gratitude for the opportunities that [Company Name] has given me during my time here. I have learned a lot and developed new skills that will be invaluable in my future endeavors. Now I am committed to ensuring a smooth transition and will work to complete any outstanding projects before my departure. Please let me know if there is anything specific that I can do to make the transition easier for my colleagues or my replacement. I am also happy to assist with the training of my replacement or provide any other support that may be required during this time. Thank you for your understanding and support in this matter. I am proud to have been a part of the [Company Name] team and wish you all the best for the future. Sincerely, [Your Name] Sometimes, resigning from a job is not a choice, but rather an unavoidable reality. Involuntary resignation can occur when an employee is asked to leave their position due to various reasons such as redundancy, restructuring, or company downsizing. Writing a resignation letter due to involuntary circumstances can be a challenging and emotional experience. In this resignation letter example, we provide an example of how to write an involuntary resignation letter in a professional and respectful manner. This letter is suitable for individuals who have been asked to leave their position and want to resign gracefully while preserving their professional reputation. Dear [Managers Name], I began employment with XYZ 3 years ago and have enjoyed everything Ive learned with this company. Unfortunately, recent events have caused the need for our separation. It was discovered on July 6th, 2017 that $1,000 was missing from the vault. I participated in an active investigation of the situation and contributed any information I had with total transparency, as I have nothing to hide from my employer. When I was informed by upper management that my passcode was the last to be used and, unfortunately, they have determined this information to be cause for termination. I am not aware of who else would have access to my passcode. The information is keptin a private file. Therefore, I cannot point blame at any other employee with total certainty. I remember securely locking the vault door in place and I can only speak for the facts of which I am aware. At 2 pm, my assistant manager and I conducted a midday audit of the vaults contents and it was in full balance. At 4 pm, we began our end of day audit and discovered by 4:30 pm that $1,000 was missing. I did not remove $1,000 from the vault between 2 and 4 pm. After the midday audit, my assistant manager was present as I securely closed the vault door. I respect my employer for their diligence in their investigation. I have supported them throughout the entire process. Unfortunately, without a clear explanation for the missing funds, they have been required to decide based on circumstantial evidence. I have led this company in loss prevention and compliance for the last 2 years. As a manager, I understand it is ultimately my responsibility to ensure the employees I hire behave with total honesty and that operations are executed accurately and consistently. To the best of my abilities, I have done all of this and more. While I do not agree with the decision to terminate my employment, I do accept it as a requirement of my position of leadership. In the future, I will take the knowledge I learned from this experience and ensure that better steps are taken to prevent any loss occurring. Thank you for the opportunity to work with this institution for the last 3 years. If you require any additional information, please do not hesitate to contact me. Yours,Casey M. EmployeeTitlePhone NumberEmail Resigning from a job can be a difficult and emotional experience, but its important to approach the process with professionalism and grace. One of the most critical steps in the resignation process is writing a resignation letter that clearly communicates your intentions and feelings while also remaining respectful and professional. In this article, weve provided several resignation letter templates for different scenarios, from leaving for a new job to retirement, to help guide you through the process. What should not be included in A Resignation Letter? Negative comments about the company or colleagues: Even if you are leaving your job because of issues with the company or colleagues, it is important to keep your resignation letter professional and positive. Avoid including any negative comments or criticisms that could damage your professional reputation.Personal or confidential information: Your resignation letter should focus on your intention to leave the company and the timeline for your departure. Avoid including any personal or confidential information that is not relevant to your resignation.Demands or ultimatums: Your resignation letter should be a professional and polite communication. Avoid making any demands or ultimatums that can be perceived as unprofessional or confrontational.Emotions or venting: While it is understandable that resigning from a job can be an emotional experience, it is important to keep your resignation letter calm and professional. Avoid including any emotional outbursts or venting in your letter. Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Resignation [Your Name]Notice of Resignation [Your Name]Resignation Announcement [Your Name][Date of Resignation] Resignation [Your Name][Your Name] Resignation Effective [Date of Resignation] When submitting a letter of resignation, its important to schedule a meeting with your manager to discuss your decision. After the meeting, provide a written letter of resignation that confirms your decision to leave and includes your last day of work. The letter should be professional and positive, and should express your gratitude for the opportunities you had while working there. Finally, make sure to follow any company procedures for submitting your resignation, and offer to assist with the transition period before your departure. A resignation letter is a formal document that informs your employer of your decision to quit your job. It serves as a formal notice that youre leaving the company and helps create a professional and smooth exit process. Writing a resignation letter can help maintain positive relationships with your employer, colleagues, and the company.Timing of Resignation LettersWhen considering quitting your job, its essential to respect the standard notice period for your specific role or industry, which is typically two weeks. Giving proper notice shows professionalism and allows your employer enough time to find a replacement or make arrangements for your departure. Write and submit your resignation letter early in the notice period.Related: What Is a Notice Period? Begin your letter by stating your intention to resign, and include the notice period you are giving (usually between two weeks and a month, depending on your industry). Be sure to mention the last day you plan to work.In the body of the letter, you can express gratitude for the opportunities you have had with the company, and possibly highlight some positive aspects of your experience. Try to avoid any negative comments or criticism, as this will only create ill-will.Before closing, offer your help during the transition period, if possible. End the letter with a polite and positive note.Related: How to End an Email Professionally (Examples) Positive ToneBe diplomatic and emphasize that youre grateful for the opportunities youve had during your time there. Avoid using negative language or criticizing your colleagues or the company.Example 1: Ive enjoyed working on various projects and collaborating with my team over the past few years.Example 2: Though my time at [Company] has come to an end, I will always value the experience and growth I have gained during my tenure.Thank You and GratitudeExample 3: Thank you for the support and encouragement during my time at [Company], it has been invaluable.Example 4: I am deeply appreciative of the knowledge and skills I have acquired while working with my colleagues and the management team.Offering AssistanceOffer assistance during your transition period to ensure a smooth handover. This may include sharing project updates with your replacement or offering to be available for questions after your departure.Example 5: During my final two weeks, I will do my best to ensure that all ongoing projects are handed over smoothly and with minimal disruption.Example 6: If you need any assistance finding a suitable replacement, please do not hesitate to reach out via email or phone. Ill be more than happy to help. Sample Resignation Letter 1[Your Name] [Your Address] [City, State, and Zip Code] [Date][Employers Name] [Company Name] [Company Address] [City, State, and Zip Code]Dear [Employers Name],I am writing to formally resign from my position at [Company Name], effective [last working day, usually two weeks from the date of the letter].I have enjoyed working at [Company Name] and appreciate the support and opportunities I have been given during my time here. I have learned a lot and am grateful for the experiences that have contributed to my professional growth.I will do my best to ensure a seamless transition for my colleagues during the remainder of my time here. Please let me know how I can be of assistance.Thank you for the understanding and the guidance provided during my tenure. I wish [Company Name] continued success in the future.Sincerely, [Your Name] Sample Resignation Letter 2Dear [Managers Name],I am writing to formally resign from my position as [Job Title] at [Company Name], effective [last day of work]. I have thoroughly enjoyed my time here and am grateful for the opportunities and growth I have experienced.Working with you and the team has been a true pleasure, and I am confident that the skills and knowledge I have gained will serve me well in my future endeavors.Please let me know how I can be of assistance during the transition period, and I will do my best to ensure a smooth handover.Thank you for your understanding, and I wish you and the company the best of success in the future.Sincerely,[Your Name]Sample Resignation Letter 3Dear HR Department,I am writing to submit my formal resignation as [Job Title] at [Company Name], with my last day of work on [Date]. This decision was not easy, but I believe it is an appropriate step for my personal and professional growth.During my time at [Company Name], I have had the pleasure of working with a fantastic group of colleagues who helped create a positive work environment. I am grateful for the opportunities and support I have received from the company.To ensure a seamless transition, please let me know what steps I can take to help during this period whether it be training a replacement or completing any outstanding work.Again, I appreciate the experiences I have had at [Company Name] and wish the company continued success.Warm regards,[Your Name] 17 Common Interview Questions About Conflict (Smart Answers)Sample Resignation Letter 4Dear [Employers Name],I am writing to announce my resignation from my role at [Company Name], effective two weeks from todays date, [last working day].My decision to resign was not an easy one, but after careful consideration, I believe it is in the best interest of my career and personal growth. I am thankful for the experiences and opportunities [Company Name] has provided during my time as [Your Position].I will do everything in my power to make the transition process smooth for my teammates and the company. If there is anything specific you would like me to do during this period, please do not hesitate to let me know.Thank you for your understanding, support, and friendship during my time here. I wish you and the team continued success, and I look forward to staying in touch.Sincerely,[Your Name]Sample Resignation Letter 5Dear [Recipients Name],I hope this letter finds you well. I am submitting my formal resignation from my position at [Company], with my last day being [your last day, typically two weeks from the date of the letter].During my time here, I have truly enjoyed the opportunities to grow and learn, and for that, I am grateful. As I move on to pursue new challenges, I would like to assure you that I will do everything possible to ensure a smooth transition for the team.Please let me know if there is any information or assistance you need from me during my remaining time with the company. I appreciate the support you have extended to me, and I wish [Company] every success in the future.Warm regards,[Your Name] Resignation letter also provides an opportunity to document your reasons for leaving and the terms of your departure.Example 1: Relocating to another city, a resignation letter can help explain your reason for leaving.Example 2: Pursuing a new career opportunity or following a personal dream can be another reason to include in your resignation letter.Template (General)Dear [Managers Name],I am writing to inform you that I am resigning from my position as [Your Position] at [Company Name]. My last day of work will be [Date].I have enjoyed my time working at [Company Name] and appreciate the opportunities and experiences that I have gained during my tenure. However, after much consideration, I have decided to resign due to [Reason for Leaving].I want to thank you and the entire team for the support and guidance that you have provided me during my time here. I am grateful for the professional relationships that I have built and the skills that I have developed.I will ensure that the transition process is smooth and that all of my responsibilities are completed before my departure. Please let me know if there is anything else that I can do to assist in the transition period.Thank you again for the opportunity to work at [Company Name]. I wish the company continued success in the future.Sincerely,[Your Name] It is with mixed emotions that I submit my resignation, as I have been offered a new career opportunity that will allow me to take on new challenges and achieve my long-term career aspirations.After careful consideration, I have decided to pursue a new career opportunity that aligns more closely with my career goals.I have enjoyed working with this company, but I have been presented with a new career opportunity that I cannot pass up.I have decided to pursue a new career opportunity that will allow me to further develop my career aspirations.I have enjoyed my time with this company, but I have been presented with a new career opportunity that will allow me to take my career to the next level.After careful consideration, I have decided to resign from my current position in order to pursue a new career opportunity that will challenge me in new ways.I have made the difficult decision to resign from my current role as I have been offered an exciting new opportunity that will allow me to expand my skill set and grow as a professional. 65 Example Phrases for Perfect Reference Letters [and 5 Templates] Dear [Managers Name],I regret to inform you that I am resigning from my position at [Company Name], effective [last working day]. As much as I have enjoyed working with the team, I have accepted an opportunity that aligns better with my long-term career goals.I appreciate the experiences and growth I have gained during my time here, and Im grateful for your support and guidance. If theres anything I can do to facilitate the transition, please do not hesitate to ask.Thank you for the time and effort invested in my professional development. I wish you and the company great success in the future.Best regards, [Your Name] I regret to inform you that I am resigning from my position due to my upcoming relocation to another state/country.It is with a heavy heart that I inform you of my resignation, which is a result of my relocation to a different city.I have to tender my resignation due to the fact that I am relocating to a new city to be closer to my family.It is with sadness that I submit my resignation, which is a result of my recent relocation to another state/country.I am resigning from my position, as I am relocating to a new city for personal reasons.I have no choice but to resign, as my relocation to another state/country makes it impossible for me to continue in my current position.I am resigning from my job due to my upcoming relocation to a different city, which is a personal decision. Dear [Managers Name],I am writing to formally submit my resignation from my position as [Your Position] at [Company Name]. My last day of work will be [Date], as I have decided to relocate to [City, State] for personal reasons.I am grateful for the opportunities and experience that [Company Name] has provided me during my time here. I have learned a great deal from my colleagues and have grown both professionally and personally. I am proud to have been a part of such a dynamic and successful company.I will do everything in my power to ensure a smooth transition during my remaining time here. I am happy to assist in training my replacement and completing any outstanding projects before my departure.Thank you for your understanding and support during this time. Please let me know if there is anything else I can do to help make the transition as seamless as possible.Sincerely,[Your Name] Dear [Recipients Name],I am writing to formally notify you of my resignation from my position at [Company]. I have appreciated my time here and want to extend my gratitude for the opportunities you have provided. My last day will be [your last day, typically two weeks from the date of the letter].To ensure a smooth transition, I am willing to help train my replacement or provide project updates. Please let me know how I can best assist during this time.Once again, thank you for the experience Ive gained while working at [Company]. I wish you and the team continued success.Sincerely, [Your Name] In some situations, you may need to leave your job with little to no notice. A short notice resignation letter still maintains a professional tone but explains the circumstances that necessitate your immediate or near-immediate departure. 65 Best Job Interview Questions to Ask CandidatesDear [Employers Name],I regret to inform you that I must resign from my position as [Your Job Title] with [Company Name], effective immediately / on [Short Notice Date]. Due to unforeseen personal circumstances, I am unable to provide standard notice.Please know that my decision to leave is not a reflection of my experience at [Company Name], and I apologize for any inconvenience this may cause. If theres anything I can do to help with the transition, please let me know.Thank you for your understanding.Sincerely, [Your Name] A retirement resignation letter is written when you decide to leave the workforce to retire. This letters format is similar to a standard resignation letter but specifies that the departure is due to retirement.Dear [Employers Name],After careful consideration, I have decided to retire from my position as [Your Job Title] with [Company Name], effective [Last Day of Work]. Working at [Company Name] has been an incredible experience, and Im grateful for the many opportunities to contribute and grow.Please let me know how I can be of assistance during this transition period. I am happy to help train my successor and provide any necessary documentation.Thank you for the support and encouragement during my time at [Company Name]. I wish you and the organization continued success in the future.Sincerely, [Your Name] Dear [Managers Name],I am writing to inform you that I will be completing my contract as a freelance [Your Role] with [Company Name] as of [Last Working Day]. I appreciate the opportunities and the flexibility I have experienced while working with your team.If there is anything I can do to help finalize projects or transition work to someone else, please let me know.Best regards, [Your Name]Frequently Asked QuestionsWhat should be included in a resignation letter?A resignation letter should include your name, current position, company name, and the date. State your intention to resign, and mention your last working day. You may also express your gratitude for the opportunities received and offer your assistance during the transition period.How do you format a resignation letter?Use a simple and straightforward format. Begin with your contact information, followed by the date, your managers contact information, a salutation, the body of the letter, and a closing line. Example:[Your Name][Address][City, State, Zip]How can financial brands set themselves apart through visual storytelling? Our experts explainhow.Learn MoreThe Motorsport Images Collections captures events from 1895 to todays most recentcoverage.Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of EditorsPicks.Browse Editors' FavoritesHow can financial brands set themselves apart through visual storytelling? Our experts explainhow.Learn MoreThe Motorsport Images Collections captures events from 1895 to todays most recentcoverage.Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of EditorsPicks.Browse Editors' FavoritesHow can financial brands set themselves apart through visual storytelling? Our experts explainhow.Learn MoreThe Motorsport Images Collections captures events from 1895 to todays most recentcoverage.Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of EditorsPicks.Browse Editors' Favorites Are you ready to resign from your job? Ifso,you should write a resignation letter to formalize the details of your departure. But what is a resignation letter, and why should you write one? What should you include, and when do you need to provide notice to a soon-to-be former employer? Here's information on writing a resignation letter or email message, along with samples and templates youcan use to write your own. A resignation letter is a formal document notifying an employer that you are leaving your job.A resignation letter includes notice that youre resigning, your end date of employment, and your contact information. Youcanincludeadditional details,butthey are not required.Resignation letters can be submitted in print or sent by email. In some cases, you may want to share a printed letter with a manager in person. A resignation letter is a document that notifies your employer that you are leaving your job. It formalizes your departure from your current job and can be submittedbyemailor as a printed letter. The letter servesaswrittennoticeofyourresignationandprovides the details of your departure from the company, including informationabout the end date of your employment. It's polite to send your resignation letter well in advance of your departure, withtwo weeks in advancebeing generally accepted as the minimum unless circumstances requireyou to resign without advance notice or with short notice. In some cases, you may not be able to provide notice. If youre working in a difficult workplace, have a family emergency, or other circumstances require you to move on right away, give your employer as much notice as isfeasible given the situation. When you are considered an at-will employee, you are not legally required to give notice. If you have an employment contract, its important to adhere to its terms when youre resigning. Check your contract to determine how much notice you need to give your employer. If you tell your boss in person that you're resigning, have a printed copy of your resignation letter ready to share. When you work remotely or resign with short notice, however, you can send your resignation via email. When youresign from your job, it's important to doso gracefully and professionally. However, you don't need to include a lengthy explanation. Keep your letter or email simple and focused on the facts. Here's an overview of what to include in your letter: Intent to resign:Your letter should start with the fact that you're resigning.Last day of employment:Youshould provide information about the last day youplantoworkatthecompany.An offer to assist with the transition:Often, employeeswill also offer to help in the transition, perhaps by recruiting or training a replacement. In this way, both the employee and the employer can leave the situation with closure and a sense of respect and amicability.Questions you may have:If you have questions about your final pay or benefits, you can inquire in your letter or email.Contact information:Include your personal contact information so it's easy for the company to get in touch with you.Signature:A hard-copy letter should include your written signature above your typed name. If you're sending an email, simply type your name. To achieve a positive and graceful exit, a letter of resignation willoften thank the employer for the opportunities provided and mention experiences gained at the company or how the employee enjoyed their time there. There are some things you shouldn't include when writing a resignation letter: You dont need to include the reason that youre moving on, especially if its a negative one.Resignation letters are not an appropriate place for complaints or critiques of the company, manager, or co-workers.Theres no need to mention inyourletterthatyou'llbegettinga higher salary atyournewjob (if youare). If youre looking for a counteroffer to induce you to stay, that conversation is better held in person.Dont use your letter to discuss how great the new job is or how thrilled you are about leaving. Keep it simple, stick to the facts, and don't complain. It's important to leave on a positive note because you may need areference from the employer. There's no point in burning bridges when you've already decided to move on. A resignation letter needs to include your contact information, official notice that youre resigning, and when your final day of work will be. If youd like to include more details you can, but theyare not required. Heres how to write a resignation letter, with information on what to include in each section of the letter: Contact information:A written letter should include your and the employer's contact information (name, title, company name, address, phone number, email), followed by the date. In an email resignation letter, include your contact information at the end of the letter, after your signature. You dont need to include the companys contact information. Greeting:Address the resignation letter to your manager, using their formal title ("Dear Mr./Ms./Dr."). Paragraph 1:Note that you are resigning from your job and state the date on which your resignation will be effective. This will give the employer official notice for your personnel file. Paragraph 2: (Optional)You can mention the reason you're leaving, but this is not required. If you choose to give a reason, be sure its a positive one, such as starting a new job, leaving the workplace, or going back to school. Paragraph 3: (Optional)If youre able to help with the transition, mention your availability in your letter. Paragraph 4: (Optional)Mention your appreciation for the opportunityyouhad to work for the company. If there was something especially rewarding, share the details. Closing:Use a formal sign-off, such as "Sincerely" or "Yours sincerely." Signature:End with your handwritten signature followed by your typed name. For an email, include your typed name followed by your contact information. Resignation letters should be simple, short, and written in business format using a traditional font. Length of the letter:Most resignation letters are no more than one typed page. Font and size:Use a traditional font such as Times New Roman, Arial, or Calibri. Your font size should be between 10 and 12 points. Format:A resignation letter should be single-spaced with a space between each paragraph. Use one-inch margins and align your text to the left (the alignment for most business documents). You can download the resignation letter template(compatible with Google Docs and Word) to use as a starting point for your own letter. Review examples of a printed and an email resignation letter. Joseph Q. Hunter123 Main StreetAnytown, CA 12345555-212-1234josephq@email.comAugust 8, 2023Jane SmithSenior ManagerJohnson'sFurniture Store123 Business Rd.Business City, NY 54321Dear Ms. Smith,I would like to notify you that I am resigning from my position as assistant manager for Johnson'sFurniture Store effective August 22, 2023.Thank you very much for the opportunity youve given me to learn all about store management and proper customer service. I have genuinely enjoyed my time with the company, and I believe the experience has taught me much about the furniture industryand how to effectively manage employees.Next month, I will be taking on a position as a manager of a new retail store. In the meantime, I willbe happy to assist with your transition to a new assistantmanager.Sincerely,Signature(hard copy letter)Joseph Hunter Subject:Killian Zhu ResignationDear Ms. Tanner,Please accept this letter as my resignation from McTavish & Co. My final day at the company will be this Friday, August 7, 2023.I apologize for the