

RESIGNATION LETTERS

Keep your resignation letter short, simple, and positive. A resignation letter should include the following pieces:

- ✓ State your intention of quitting your job and leaving the company
- ✓ Give a specific last day of work (minimum of 2-weeks notice)
- ✓ Give a reason why you are leaving: relocating, better job, career change, graduate school, etc.
- ✓ Thank both your supervisor and the company for the opportunities you had working for them.
- ✓ Be sure to end the letter on a positive note.

SAMPLE #1

This letter is to inform you that an opportunity has presented itself that will enable me to work in the area of animal science which is my long-term career goal.

I am, therefore, tendering my resignation from Glencoe Corporation and wish to advise you that November 30, 2018 will be my last day of employment.

I would like to thank you for the experience of having worked for Glencoe, a truly outstanding organization.

SAMPLE #2

I am writing to you today to officially tender my resignation from Dynamic Materials, Inc. effective Wednesday, November 1, 2018.

I never thought I would ever leave such a great company as Dynamic Materials, but when the opportunity arose to become employed as a fire fighter, I simply had to take advantage of it.

I cannot say enough wonderful things about Dynamic Materials and about all the excellent individuals I have had the opportunity to work with during my employment.

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

SAMPLE #3

I want to thank you for all you have done for me here at ABC Company. It's been a pleasure working with you, and representing the company as your administrative assistant.

I have accepted an offer with another firm and have decided to tender my resignation. My last date of employment will be November 30, 2018. This decision has nothing to do with the exceptional opportunity you have provided me here. You and the company have been more than fair with me, and I genuinely appreciate all your support.

I wish ABC Company continued success, and I want to thank you for allowing me to be a part of your team. Please feel free to contact me at any time if I can be of further assistance in helping with a smooth transition.