

# LETTER OF RESIGNATION

## What to Include:

- Writing Your Resignation Letter:
- Be Clear and Concise
  - State your intention to resign in the first sentence.
  - Include your job title and the effective date of your resignation.
- Stay Professional and Polite
  - Regardless of your reason for leaving, keep the tone respectful.
  - Avoid venting frustrations or listing grievances.
- Express Gratitude
  - Mention what you've learned or appreciated during your time with the company.
- Offer Support with the Transition
  - Briefly state your willingness to help train a replacement or wrap up projects.
- Keep It Short (1 Page Max)
  - A resignation letter should be straightforward—typically 3–5 short paragraphs.

## Sample:

[Date]

[Recipient's Name]

[Their Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter unless otherwise specified].

This decision was not made lightly, as I have greatly appreciated the opportunity to work with a dedicated team and contribute to the growth and success of [Company Name]. During my time here, I have learned a great deal and have enjoyed working on meaningful projects alongside supportive colleagues.

I am committed to ensuring a smooth transition and will do everything I can to complete my current responsibilities and assist in the handover process. Please let me know how I can best support this effort.

Thank you again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and wish the organization continued success in the future.

Sincerely,

[Your Name]