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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, it's time to choose the template that's right for you. Below are some resignation letter examples that you can customize based on your specific job situation. When it's time to resign from a job, it's 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 you're 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] [Employer's Name][Employer's Address][City, State ZIP Code] Dear [Employer's 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][Employer's Name][Employer's Address][City, State ZIP Code] Dear [Manager's 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] [Employer's Name][Employer's Address][City, State ZIP Code] Dear [Employer's 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 [Manager's 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, it's 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 [Manager's 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 it's 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 [Employer's 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, it's natural to seek out new challenges and opportunities for growth. If you're resigning from your job due to career growth, it's 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 [Manager's 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 doesn't align with our values or personal goals. If you're resigning from your job due to job dissatisfaction or an unfit company culture, it's 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 [Manager's 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, it's 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 [Manager's 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 you're resigning from your job due to family reasons, it's 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][Today's Date] [Employer's Name][Company Name][Address][City, State ZIP Code] Dear [Manager's 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 one's life. Resigning from a long-term job is thus a crucial part of this process. Dear [Manager's 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 today's 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 [Manager's 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 [Manager's Name], I began employment with XYZ 3 years ago and have enjoyed everything I've 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 kept in 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 vault's 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 it's 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, we've 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 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, it's 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. So you've decided to move on. You've signed on the dotted line at your new gig, and now all that's standing between you and your fab new job is submitting your resignation letter to your current one. Trending SearchesSEARCH ALL JOBS While this isn't the first step of quitting your job (that would be sitting down with your boss to have the "I quit" conversation and give your two weeks' notice), it's an important one. The official document you submit to your higher-ups and HR will set the tone for the rest of your time at this company—as well as your relationship moving forward. It's worth spending a little time making your two weeks' notice letter solid and polished. Note we said a little time—you're not writing the Memoirs of a Back-End Engineer here. It should actually be a quick, concise document. Here's a step-by-step guide on how to write a resignation letter, with examples and a template to make it as easy as possible for you. Still looking for that perfect next role? One of these open jobs on The Muse might just be the one » A resignation letter is a written notice to your employer stating your intent to resign. It includes your final day at the company and an offer to help with the transition. You could also use the document to thank the employer for any opportunities or support provided and mention an invitation to keep in touch. The resignation letter format is simple and minimalist. Like most professional letters, its key pillars are the following: Date you're sending the letterSalutation (e.g. "Dear [name]")Body paragraphsSign-off (e.g. "Sincerely," "Best regards")Your contact information You might think it's not necessary to write one, but a letter of resignation is important for ensuring a smooth transition and providing a record of the terms of your departure. There's no need to overthink it—this is an important yet simple document. Here's how to craft your resignation letter, along with some tips on what not to include to deliver your message professionally: The beginning of your letter is not the place to sugarcoat or get creative. Just state your decision to resign and the effective date. While you probably shared with your boss your reasons for leaving, you don't need to describe them here—keeping it simple is perfectly fine. This letter is to formally notify you that I'm resigning as a marketing analyst at Lemon Inc. My last day will be two weeks from today on Wednesday, July 17, 2024. You could also say something like: Please accept this letter as formal notification of my resignation as marketing analyst at Lemon Inc. My last day of employment will be two weeks from today on Wednesday, 17, 2024. It's always a good idea to thank your employer for the opportunity, describing some of the key things you've enjoyed and learned on the job. Yes, this is true even if you're beyond thrilled to be leaving. Remember—you don't want to burn bridges (and you may want a reference down the line), and wrapping up on a good note will leave a lasting and positive impression. Thank you so much for the opportunity to work here for the past 18 months. I've enjoyed getting to know you and the rest of the team and appreciate the opportunity to learn more about marketing strategy and audience analysis. I'm excited to take these skills with me as I pursue the next step of my career. State your willingness to help out with the transition. You don't need to go into great detail (and definitely don't promise anything you can't deliver), but a couple of lines saying you'll ensure a smooth wrap-up of your duties will show you're in the game until the very end. During the next two weeks, I'll do everything possible to wrap up my duties and train other team members as needed. Please let me know if there's anything else I can do to help out during the transition. Finally, wrap up the email professionally. Express that you still want the best for the company going forward, and let them know they can reach out. If you truly want to keep in touch, feel free to leave some contact information, such as your personal email, LinkedIn handle, or phone number. I wish the company continued success, and I hope to stay in touch in the future. LinkedIn.com/in/JamiePark This is one of those cases where what you don't say matters almost as much as what you say. Here are a few things you should definitely avoid when writing a formal resignation letter: Details about why you're leaving the company: It's OK to give a brief explanation if you want, but don't dive into minor details. Resist the urge of venting all your reasons, and keep it professional. Details about where you're going: Your resignation letter is also not the place to brag about your next employer or give details about the hiring process, salary, or benefits package. Complaints about the company, its employees, or its practices: Again, even if your experience at the company was terrible and is the reason for your departure, it's highly unprofessional to complain about your employer in a resignation letter. Rambling: If you don't have much to say, it's best to write a straightforward, short resignation letter. There's no need to ramble or make it longer than necessary. If you want some more guidance (or just convenience—no shame in that!), just plug your info into our template: Please accept this letter as formal notification that I am resigning from my position as a [position title] with [Company Name]. My last day will be [your last day—usually at least two weeks from the date you give notice]. Thank you so much for the opportunity to work in this position for the past [amount of time you've been in the role]. I've greatly enjoyed and appreciated the opportunities I've had to [a few of your favorite job responsibilities]. I've learned [a few specific things you've learned on the job], all of which I will take with me throughout my career. During my last two weeks, I'll do everything possible to wrap up my duties and train other team members. Please let me know if there's anything else I can do to help during the transition. I wish the company continued success, and I hope to stay in touch in the future. [Download this template here] Feel free to adjust this based on your experience and your company culture. Typically, you should email the letter to both your boss and the HR department, but always double check if your company has specific procedures for submitting your resignation. Read this next: 40 Templates to Help You Handle Your Toughest Work Emails Want to put this all together and see what it looks like in practice? We've written three letter of resignation samples for you to work off of. Please accept this letter as formal notification that I am resigning from my position as an account executive with Marketing Media. My last day will be Thursday, March 2. Thank you so much for the opportunity to work in this position for the past six years. I've greatly enjoyed and appreciated the opportunities I've had to grow our sales team and pipeline, be a part of creating a great product, and work with my colleagues. I've learned so much about marketing strategy and the digital media space, which I will certainly take with me throughout my career. I'll do everything possible to wrap up my duties and train other team members over the next two weeks. Please let me know if there's anything else I can do to help during this transition. I wish the company continued success, and I hope to stay in touch in the future. I'm writing to give my formal notice that I'll be leaving my role as office manager for Larry and Keets Financial Partners on July 31. I'm incredibly grateful for the opportunities I've been provided working on the operations team for the past four years. It's been a wonderful experience to work for such a great company and help in solving Larry and Keets' mission to provide better financial support for older employees. Please let me know if I can be of any assistance during this transition. Thank you for all your guidance. I wish you all the best, and look forward to keeping in touch. I'm writing to inform you that I'm resigning from my position as a client manager for Yays Marketing. My last day of employment will be June 30, 2024. Thank you for the opportunities and support throughout the past two years. It was a pleasure to work with you, the client management team, and such amazing clients. I'm preparing a handoff document and am available to help with whatever you need during the transition. I wish you the best and hope we can keep in touch. A good resignation letter is brief, concise, and maintains a professional tone. It should clearly communicate your decision to leave your job, specify your final day at the company, and express gratitude for any opportunities you've had during your employment. It's also common courtesy to offer help with the handoff of tasks or projects. To resign via email, address your resignation letter to your boss, direct manager, and human resources. It's polite to give at least two weeks' notice so your employer has time to find a replacement. Avoid venting your frustrations or getting into details about why you're quitting. It's also a good idea to have an in-person conversation with your superior before or after sending the letter. The resignation letter format follows the standard structure of most professional letters. It includes the date of sending the letter, a formal salutation, typically no more than two or three body paragraphs, and a closing sign-off. Resignation letters usually don't elaborate on the reasons for quitting, but you can offer a brief explanation if you feel it's necessary. For example: "I am writing to inform you that I'm resigning from my position as a [job title] for [company name] due to [personal reason]. My last day of work will be July 5, 2024." Your note may sit in the depths of your company's HR files until the end of time, but you can be sure of two things: One, your former boss (and future reference) will read it and be impressed. And two, if you ever decide to come back to your company (hey, it happens), it's a very good thing that the last thing on file is a great, professionally written letter of resignation.

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