



Writing Your Letter of Resignation

You're moving on to a **new job**, and ready to leave the old one behind. But before saying adios, you may be required by your company to submit a letter of resignation to keep on file. Read on for tips on how to write yours.

Keep it Short and Sweet!

Your letter of resignation should be brief, simple, and straight to the point. Use a formal letter format, and include the company's name, the date, etc. Address it to your supervisor and copy the human resources department. Keep in mind that the purpose is to provide your employer with the information that you are resigning from the company. Remember to be professional; thank the employer for the **opportunity to work** for the company. Begin the letter with a formal greeting, and end with "sincerely".

Things to Include

Your letter should include the following:

- Your position or title
- The last day that you will work for the company (Don't forget, most professionals give two weeks' notice.)

Things to Leave Out

You should avoid including the following in your letter:

- Your specific reason for quitting (only include this if you choose to, it's not necessary by professional standards)
- Insults to anyone with the company or reasons that you dislike your job

Before You Submit the Letter

Because this is a formal resignation, proofread the letter and fix any grammatical or spelling errors. If you are submitting a hard copy, sign it. Also, be sure to make several copies of the letter, and maintain one for your own personal records.

Submitting the Letter

If you are delivering a hard copy of the letter, take one copy to your immediate supervisor, and the other to **human resources**. If you are emailing it, paste the letter into the email content, and "cc"



human resources on it. Avoid allowing co-workers or anyone else to read it, which is unprofessional.