BROOK RECRUITMENT

Resignation Letter Template

Where possible a resignation letter should be delivered in person and in hardcopy. It can then be followed-up with an email. A resignation letter allows you to cut through any confusion that could result during a conversation. The letter should:

1. Be short and succinct.
2. Not be used to vent about an issue or dump on a colleague or Manager.
3. Provide your proposed last day of work.
4. Offer a high-level reason for leaving. Do not give more information than they need to know. If your employer wishes to know more about your departure, the conversation should be had in an exit interview with HR present.
5. Include a thank-you for the time that and the opportunity you were given from that company.

It's always best to leave any job on a positive note. Reflect on the good times at the organisation and how you have benefited personally and professionally. Your employer has been paying your wages and supporting your lifestyle for however long you've been employed. Remember it's important to build your relationships and your networks. You may need a reference one day.

Overpage is an example of a printed letter of resignation for you to use as a template.

Printed Letter of Resignation Sample

Your Name
Your Address
Your City, State, Postcode
Your Phone Number
Your Email

Date
To Name
Title
Organization

Dear Mr./Ms. Last Name,

Please accept this letter as formal notification that I am leaving my position with [Insert company name] on [Insert date and year].

I appreciate the opportunities you have provided me during my career here. Please let me know how I can assist with the transition.

Sincerely,
Your Signature
Your Typed Name