

Name _____

Date _____

Resignation Letter

Directions: Write a letter of resignation from a job. An appropriate letter of resignation must contain the following items: current date, name and address of employer/supervisor, greeting, statement of resignation and last day of employment, statement of thanks and appreciation, closing and signature. Future plans are optional. Remember, your stated reason for leaving should sound positive, not negative. Use the sample letter and list below to help insure that your letter is complete and correct.

Date

Employer Contact Information:

Name

Title

Organization

Address

City, State, Zip Code

Greeting:

Dear Mr./Ms. Last Name,

First Paragraph:

The first paragraph of your letter should state that you are resigning and give the date when your resignation is effective.

Middle Paragraph:

The next section of your resignation letter (optional) should thank your employer for the opportunities you have had during your employment with the company.

Final Paragraph:

Conclude your resignation letter (optional) by offering to assist with the transition.

Complimentary Close:

Respectfully yours,

Signature:

Handwritten Signature

Typed Signature

Your Address

Your City, State, Zip Code

Your Phone Number/Your Email Address

Resignation Letter Checklist



Use the following check list to ensure that your letter of resignation is complete, correct, and contains the appropriate elements.

Item	Yes	No
1. Are the person's name and title spelled correctly? Is the letter addressed to the right person?		
2. Is the company name included?		
3. Does the letter follow a standard business format?		
4. Does the letter include a positive reason for resigning?		
5. Does the letter state that you are resigning? Does it allow for two weeks notice?		
6. Does the letter include the last day of employment?		
7. Was the letter written in a positive manner?		
8. Are spelling and grammar correct?		
9. Did you thank the employer?		
10. Did you sign the letter?		
11. Did you keep a copy for your files?		