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Having A Job—Applications

Sample Resignation Letter

A resignation letter is a good place to document the reason for your resignation, as well as details of your employment such as the date of hire, date of termination, and job title at the time of termination. Be sure to have your attorney review your resignation letter before you submit it. Below is a sample resignation letter containing these elements, regarding a situation where an employee feels that he or she was constructively terminated.

[*date*]

[*name of supervisor or person in charge of hiring*]

[*title*]

[*company name*]

[*company address*]

Dear [*name of supervisor*]:

This letter serves as official notice to _____ [*company name*] of my resignation from the position of _____ [*insert job title, e.g., Administrative Assistant II*], effective _____ [*insert date*], which is _____ [*insert amount of notice required, e.g., “two weeks,” “30 days”*] from the date of this letter, in accordance with _____ [*insert name of controlling document, e.g., “the employee handbook,” “my offer letter,” “my employment contract”*].

As you are aware, I registered my disagreement with my recent performance evaluation by _____ [*insert name of supervisor*] by filing a formal grievance against _____ [*company name*] and _____ [*insert name of supervisor*] on _____ [*insert date of filing formal grievance*]. My resignation today should in no way be considered a withdrawal of that complaint or a concession of liability. Rather, I believe I have been forced to resign by the intolerable working conditions created by _____ [*insert description of intolerable working conditions*]. In other words, I believe I have been constructively discharged from my job in violation of the law.

Please contact me immediately to discuss my termination rights and responsibilities, including information about COBRA, the company 401(k) plan, and my exit interview.

Sincerely,

[*insert your name*]

cc: *[insert your lawyer's name]*
[insert name of company president or CEO, if different from above]