

Tips for writing your resignation letter

Writing resignation letters is not always an easy process; it's often easy to vent your frustrations or get sentimental but it is essential that you keep your letter, professional and straight to the point.

A good, positive resignation letter can increase the likelihood of your employer providing a positive reference and often, will result in them supporting you throughout your notice period. It is advised that you arrange to sit down with your employer and give your notice face-to-face, to give them the opportunity to ask questions and outline a plan of action. This may seem like a daunting task; but you will be thanked in the long-run.

The do's and don'ts

Do	Don't
Tell your boss face-to-face as emailing them or writing a letter with no explanation will appear dismissive and can end things on an awkward note.	Write your resignation letter when you are feeling angry as it will reflect in your letter. And never hand your notice in when you are annoyed.
If you feel the need, write down your reasons for leaving and if it is brought up during your meeting – give your constructive criticism.	Make things awkward for your co-workers by slating the company and certainly do not vent your frustrations on social media sites.
Take note that you may receive a counter offer as a reaction to handing in your notice (read our advice documents on counter offers). Be prepared for this.	Focus on the negative points of your time during their employment – every job has some good points!
Ensure your employer that you will support them to make the transition as easy as possible.	Refuse to work your notice period; remember if it is in your contract; it is legally binding.

A sample resignation letter

Your name and address

Date

Employers name and address

Dear Mr. / Mrs. surname:

I would like to inform you that I am resigning from my position as [job title] for [company name], effective [date].

Thank you for the opportunities for professional and personal development that you have provided me during my employment. I have enjoyed working for the company and appreciate the support provided me during my tenure with [company name].

I would like to take this opportunity to wish you and the company the best of luck for the future.

I will ensure the transition period is as smooth as possible and will support you in every way possible.

Yours sincerely,

Your signature

Your typed name