

8 RULES FOR YOUR RESIGNATION LETTER



Summary: Follow these 8 rules when writing your two-week resignation letter so that it comes off as professional and respectful.

The time has come for you to leave your job. You may be leaving to start a new job that you have worked hard to obtain or you may have reached your wits end. There are plenty of ways to quit your job, but in order to keep a good relationship with the company and employees, you want to quit on good terms. We are here to help you put together a two week resignation letter that formally states your intent on leaving the company, but in a respectful and professional manner. Here are 8 rules to follow when drafting your letter.

1. Direct and to the point

You don't need to sugar coat the fact that you quit. Even if your reasons for leaving are personal, there is no reason to state this in the letter or to think your employer will take it as such. The first line should immediately state that you resign. Do not mislead your employer by giving the impression that you will reconsider with a counter-offer.

2. Reasons are not necessary

You don't need to state the reasons for leaving because it really is none of their business. You have your reasons for leaving, so don't think that if the employer knows them that things will change so that you will want to stay.

3. Stay formal but friendly

This letter is your professional resignation, so keep it that way. The entire letter must stay professional and respectful until the last word. Address your employer by their formal title and last name. The tone should be formal, but it doesn't have to be dry. Even if you have a good friendly relationship with your employer, keep the inside jokes out of the letter.

4. Be positive

This is the last letter you will file to your employer. Take the high road, especially if the relationship was not a good one, and be positive about the experience. You want to leave a last impression that is good with the employer so they may forget the bad things, if there are any. Remember that prospective employers may call the company for feedback and you will want that feedback to be good.

5. Give thanks

Include one or two lines that clearly show your appreciation for the experience and opportunity to work with them. Even if you are jumping for joy inside to be leaving your job, remember that you still learned from the experience.

6. Provide a status of your work

Inform your employer if you have completed work or if there are projects that still need to be completed. If there is work still to be done, assure your employer that you will have it taken care of before your last day. If you don't do this, your employer may assign it to someone else or put it on hold until a new replacement is hired.

7. Extend support

The transition period for your employer can be tough as they train a replacement. The costs and time required to get a new employee up to speed can be extensive, so extend the offer to help train a new employee.

8. End with thanks

Even if you have already expressed your gratitude, do it again. Showing sincere appreciation will help smooth over any hard feelings and help both parties start fresh.

Read these articles to learn how to find a new job when employed and alternative ways to quit:

- **Should You Tell Your Supervisor You Need Time Off to Interview?**
- **Memorable Ways In Which Employees Told Their Bosses To Take This Job And S.... It: We Ain't Working Here No More**

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