



**Most think that the process of resigning will be messy or get ugly. This is not always the case. Here are some ways to resign successfully and respectfully.**

- + When offering up your two weeks' notice, have your office space organized and ready to be packed up. Most companies will want you to stay on for two weeks to help with the transition process, but some may ask you to pack up and leave with your notice. If you're prepared to leave, it will allow for a smoother exit and would provide ease on both ends if requested.
- + If you're resigning due to negative feelings, don't tell the company or include it in your resignation letter. You can find what to include in your letter on [pages 2 and 3](#).
- + If you can, provide your resignation two weeks in advance so your company can prepare for your absence and get things in order. Leaving the company high and dry can burn bridges you may need later.
- + Clarify all the details of your resignation with your boss and human resources as soon as you can. This is in regard to how long your benefits will last, your last paycheck, and general tasks required to tie up any loose ends.
- + In conversations with your coworkers, stay positive and upbeat. Criticizing the company on the way out won't be beneficial for anyone. With this, don't brag about your new position or next steps.
- + Be open to helping transition whoever is filling your position. It may not be accepted, but is usually appreciated if you offer your help.
- + Before your final day, ask for a letter of recommendation from your boss or coworkers. We recommend having them post on LinkedIn so future jobs can reference it on your profile.
- + Lastly, but equally important to the rest of the steps, is saying goodbye. Whether it is saying goodbye to coworkers in person or through a company-wide email, it is important to let everyone know and offer up your contact information in case a coworker needs to reach out in the future.

# RESIGNATION LETTERS

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## *Formal Resignation Letter Template*

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your E-Mail

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

I am writing to announce my resignation from Company Name, effective two weeks from this date.

This was not an easy decision to make. The past (months/years) have been very rewarding. I've enjoyed working for you and managing a very successful team dedicated to a quality product delivered on time.

Thank you for the opportunities for growth that you have provided me. I wish you and the company all the best. If I can be of any help during the transition, please do not hesitate to ask.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name

# RESIGNATION LETTERS

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## *Formal Resignation Email Template*

Email Subject Line: Your Name Resignation

Dear Mr./Ms. Last Name,

I write to inform you that I am resigning from my position here as (Position). My last day will be (Date).

Thank you so much for all of the opportunities this company has provided me. I have learned so much these past (Time Amount), and will never forget the kindness of all my colleagues.

Let me know if there is anything I can do to make this transition easier. You can always contact me at Your Email, or Your Phone Number.

Thank you again for your years of support and encouragement.

Respectfully yours,

Your Name