



## **Resignation Letter Template**

This is a sample copy of the resignation letter we offer every candidate we place into a job through my recruiting firm.

This letter serves two purposes. First, for your current organization to accept your resignation and designate it as a resignation, they need it in writing. This will provide the documentation they need.

Second, in the event your resignation is difficult to hear for your employer, this will provide a solid reinforcement to the conversation you have with them. While you do not want to burn a bridge with them, you do want to stand firm in your decision.

This letter is quick, to the point, and conveys the message that your decision has been made. Simply copy and paste this document onto a fresh document and fill in the appropriate names in the appropriate places (i.e. the boss' name, company name, and your name/signature).

After you have centered it and played with the margins to make it look pretty, save the document with the words "Resignation Letter – [Your First & Last Name]" so it can be emailed. If you are giving notice in person, print two copies (one for your supervisor and one for Human Resources), throw them into separate envelopes, and bring it with you.

Dear (Boss' Name),

*Please accept this letter as my official notice of resignation. I appreciate the work we have been able to accomplish together at (company name). I recently made a commitment to another organization, and plan to begin with them in two weeks.*

*Please know that it is my intention to work diligently with you to wrap up as much as possible in the next two weeks to make my resignation as smooth as possible. If you have any suggestions on how we can best accomplish that goal, I hope you will share your thoughts with me, as I am eager to leave on the most positive note possible.*

Sincerely,

(Your Name)