



RESIGNATION LETTER TEMPLATES

Alex Correa Executive

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Sample 1: Formal Letter

11 January 2012

Mr Jacob Sewell
Managing Partner
c/- Pattle Lawyers
Level 12, 356 Tower Road
Brisbane Qld 4001

Dear Mr Sewell,

Please accept this letter as formal notice of my resignation from the position of Associate at Pattle Lawyers.

As required by my employment contract, I am offering you 4 weeks notice, and as such my last day of work will be 8 February 2012. I hope this will allow you sufficient time to find a replacement.

My decision to resign was finalised after long and careful consideration of all factors. I regret leaving friends here, however I feel the change will be beneficial to my long term career goals and objectives.

I assure you that I will complete any outstanding matters and business affairs before my departure, and that I will do the best I can to facilitate a smooth transition.

It has been a great learning experience working as part of your team and I wish you and Pattle Lawyers nothing but success in the future.

Yours sincerely

Eileen Caddy



Sample 2: Short Formal

11 January 2012

Ms Claire Sommerville
Supervising Partner
O'Donnell Grey Lawyers
Level 2, 23 Green Street
Sydney NSW 2063

Dear Ms Sommerville,

I wish to formally notify you that I am resigning from my position as Graduate Lawyer from O'Donnell Grey Lawyers. My last day of employment will be 8 February 2012 as per my obligations under the terms of my employment contract.

I appreciate the opportunities that I have been given at O'Donnell Grey Lawyers and your professional guidance and support. I wish you and the firm success in the future.

Yours sincerely

Megan Price



Sample 3: Formal but Personal

11 January 2012

Mr Robert Johnson
Partner
Greenslope Law Solutions
346 Musgrave Road
Cairns Qld 4870

Mr Johnson,

Please accept this letter as my formal resignation from Greenslope Law Solutions. As per my employment contract, I am giving one month's notice and my last day of employment will be 8 February 2012. I will ensure that all my matters are completed by that date and will assist in any way possible to ensure a smooth handover to my replacement.

On a more personal note, let me express my gratitude for the wonderful opportunities for personal growth and development you have provided over the last seven years. I have learned so much and your guidance and mentorship have been invaluable. I have also greatly enjoyed working with such a supportive and dynamic team. Working on the Freeman project was a particular highlight and provided me with one of the most satisfying experiences of my career.

While I am excited by the new opportunities that I will be pursuing, I will always remember my time at Greenslope Law Solutions with great fondness. Please do not hesitate to contact me if you need any further information after I leave, and I also look forward to staying in touch.

Kind Regards

Tammy Gibbs



RESIGNATION PROCESS GUIDELINES

These days changing jobs is quite commonplace. However as with everything, there are always right ways and wrong ways of doing things regardless of your circumstance or reason for resigning. Here are a few guidelines to ensure that once you have made the difficult decision to resign; and remember your decision should be firm and final; that you leave on good terms and most importantly, keep your reputation intact.

1. Check your Employment Contract

Before resigning and typing up your termination notice, you will need to check your employment contract. Depending on your type of employment (permanent, contract or temporary), your contract will detail the notice period you are required to provide.

2. Keep your Resignation Confidential

Once your decision has been made to leave, ensure that your immediate boss/supervisor is the first person you make aware of this. Never discuss your intention to resign with your colleagues. Resignations should be treated with the highest level of sensitivity regardless of how close your personal relationships may be with your colleagues. Request a private meeting with your boss/supervisor to inform them of your intentions.

3. Compose a Resignation Letter

A formal letter of resignation is a mandatory requirement these days and should be prepared before resigning. This ensures that your resignation is taken seriously and although flattering, there is little likelihood that you will be convinced to change your mind. As most people can appreciate, resigning from your position can be an emotional rollercoaster. Therefore, preparing a letter of resignation affords you the opportunity to deliver the exact message that you want to deliver to your employer. Having said that, now isn't the time to be confrontational but rather be polite and to the point, detailing your notice period and termination date.

4. Hand Deliver Your Resignation Letter

Decide exactly what you want to say to your boss and stick to it. Present them with your resignation letter and discuss with them your reasonings in a polite and neutral manner. Remembering, if your boss had no inclination that you were thinking of moving on that this may come as quite a shock to them. Thank them for the opportunity to work with them and ensure them that you will make this as smooth of a transition as possible.

5. Be Ready for the Unexpected

Always make sure you are prepared for the different reactions when resigning. Although good managers and well-managed companies may not attempt to counter offer or convince you to stay, there are many that will. Guilt-trips and emotional blackmail can creep in, but statistically those who choose to stay on find that the



reason for wanting to change jobs initially doesn't disappear. Staying on after you resign can be a career mistake. Not only will you be considered a 'flight risk', the episode is not one that is forgotten and may be considered an act of disloyalty by many.

6. Staying Motivated during your Notice Period

Seeing out a notice period can be at times difficult for a variety of different reasons. If your boss hasn't taken your resignation quite as well as expected, try as best as possible to remain focused and committed. Work up a timeline or project plan which will see you tidy up the work under your care and make sure you allow sufficient time to complete file notes on all your active files. Don't leave it to the last minute and then have to pull an all-nighter on your last day! Don't forget that one day you may just need to call on this boss to be a referee. And there is a bonus, if you have literally cleared the desk early there may be scope to 'finish' up earlier than expected. Remember this must be mutually agreed!