

## Resignation Letter Template

### **Contact Information:**

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email Address

### **Date**

### **Employer Contact Information:**

Name  
Title  
Organization  
Address  
City, State, Zip Code

### **Salutation:**

Dear Mr./Ms. Last Name,

### **First Paragraph:**

The first paragraph of your letter should state that you are resigning and give the date when your resignation is effective.

### **Middle Paragraph:**

The next section of your resignation letter (optional) should thank your employer for the opportunities you have had during your employment with the company.

### **Final Paragraph:**

Conclude your resignation letter (optional) by offering to assist with the transition.

### **Complimentary Close:**

Respectfully yours,

### **Signature:**

Handwritten Signature

Typed Signature

## Sample Resignation Letter

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

I would like to inform you that I am resigning from my position as Account Executive for the Smith Agency, effective August 1.

Thank you for the opportunities for professional and personal development that you have provided me during the last five years.

I have enjoyed working for the agency and appreciate the support provided me during my tenure with the company.

If I can be of any help during this transition, please let me know.

Sincerely,

Your Signature

Your Typed Name

### ***Can the tone of my resignation letter later hurt me?***

Yes! Are you considering writing a resignation letter to vent your feelings or get even? That is the wrong approach.

If you are angry or see your resignation letter as an opportunity to get revenge, follow this rule: write your letter and set it aside for a day or so. Once you are calm, rewrite it in a way that will help you get future jobs because:

- ← You may want to reapply for another job with your current employer. Many people do.
- ← Future employers may call your old boss.
- ← Your colleagues are watching you as you transition away from your present job. You'll probably want to network with them for your next job.
- ← Your letter of resignation is the last reflection of your character.
- ← Now is the time for grace and class, not revenge.

### ***What should my resignation letter accomplish?***

- ← Maintain professional relationships
- ← Maintain your dignity
- ← Keep doors open (don't burn bridges)

Write a well-worded resignation letter that highlights your accomplishments. Before starting, enjoy reading a variety of sample resignation and cover letters before writing your own and learn from other's insights.