



Resigning from a Job

Business > Intermediate 6



Exercise 1 – Reading

Read the dialogue aloud with your tutor and check your understanding.

Nicole has to resign from her workplace. She is informing her boss, Mr. Smith, of her decision.

Nicole: Sir, do you have a moment?

Mr. Smith: Of course! Have a seat.

Nicole: Thank you. I am afraid I have some bad news. Due to some family obligations, I find myself forced to move back to my hometown. I would like to give you my two weeks' notice and will hand in my letter of resignation by the end of the day.

Mr. Smith: I'm so sorry to hear that we will be losing you. You have been a great asset to this firm for the past ten years.

Nicole: Thank you, sir. I am really sorry to be leaving. This has been an amazing opportunity for me, and I really enjoyed my time here. I'm truly grateful for everything you have done for me.



Mr. Smith: Thank you, as well, Nicole. It was a real pleasure working with you. Have you found another job yet?

Nicole: Unfortunately, not. Actually, if you could write a letter of recommendation for me, that would be most helpful.

Mr. Smith: Of course Nicole, no problem.

Nicole: Also, if you'd like me to train someone for my position I'd be more than happy to do that.

Mr. Smith: Thank you. I'll let you know once we find someone to replace you.

Nicole: Well then, I'll go back to my work for the time being. Thank you for your time, sir.



Check your understanding:

1. What news did Nicole bring to her boss?
2. Why did Nicole decide to resign?
3. What did Nicole ask for from her boss?



Exercise 2 – Learning

Useful Expressions

- Unfortunately, I have to tell you that I am leaving the company.
- I have come to a decision to leave the company.
- I'd like to give you my two weeks' notice.
- I'd like to hand in my letter of resignation.
- I'd like to submit my resignation.
- I really enjoyed my time working here.
- I am grateful for all your help and support.
- I would appreciate/be grateful if you could write a letter of recommendation for me.



Exercise 3 – Role Play

Take turns with your tutor and act out the scene described below.

Scene: You have decided to resign and you have to inform your boss about your decision. Give a reason for quitting. Your teacher will act as your boss.



Exercise 4 – Discussion

Discuss the following questions with your tutor.

1. Have you ever resigned from a job before? How did it go?
2. Are you satisfied with your current workplace?
3. How would you feel if you were forced to resign from a job that you loved?