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Resignation letter sample ms word

Peter Macdiarmid/Getty Images News/Getty Images By: Beverley Lee Updated September 26, 2017 A resignation letter can be handed in for a number of reasons. It can reflect on the business if there is a high staff turnover. However, there is always some staff movement as people leave to progress, move abroad or have babies for example. An exit interview is valuable in staff retention by learning where the company can make improvements. Discuss the letter of resignation with the employee. Receiving a letter of resignation can be disappointing, but it can be helpful to meet with the employee to discuss his reasons for leaving, especially if they are not stated in the letter. Styling a letter of response depends on the type of company that employs you. Some public companies may have a more standardized style, whereas privately run businesses may work in a less formal way. In that respect the start of the letter may vary from Dear Mr.... or Dear Kevin. Thank the employee for the letter and tell her you are sorry to see her go. Praise her work briefly and wish her well. You might mention your willingness to give a reference, if it is appropriate. Writing a response to a resignation letter for some people might be different. If he resigned before he was let go for cause then the letter does have to be formal. In this case thank him for the letter and the work he has done. You can still wish him well but don't need to offer a reference. A resignation letter is a form that gives notice to an entity or organization of an employee's intent to quit their job. The objective of a resignation letter, aside from informing the company of the employee's resignation, is to maintain a positive relationship between the two parties. Types of Resignation Letters Resignation letters are short, formal letters informing your employer that you intend to quit your job. They're often submitted in advance to HR, a supervisor, or a manager. They are essential in helping you make sure you leave on positive terms with your employer. You don't want to leave a negative impression when you quit your job because that could hurt your chances with other employers. Even if you're leaving because of some fault within management or the organization at large, it's in your best interests to leave those reasons out of the letter itself. When done right, resignation letters can help gain you a valuable reference when applying to other jobs and furthering your career goals. In the rare case that you would want to return to your old position in the future, a well-written letter of resignation is crucial. Make this letter a positive experience and follow proper etiquette when writing your resignation letter. What to Include in a Resignation Letter There are plenty of unspoken rules when it comes to writing and submitting a resignation letter. Staying positive and leaving out complaints about the company is just one of many of these rules. Here are some others you should keep in mind: Keep it short and to the point. There's no reason to draw this letter out beyond a single page. You might have a lot to say about the job depending on your reasons for leaving, but it's best to keep it simple. Include only positive comments. Again, the goal is to leave on good terms with your soon-to-be former employer. So, list some things you valued from your time working at your job. Submit it in advance. You want to give your employer some time to find a replacement for your position, so generally two weeks' notice is the norm. Company guidelines can shed some light on this. Even if you give a few weeks' notice, you should be prepared for the chance that your employer may terminate you soon after you submit your resignation. Make it personable. This means being friendly and delivering the letter in person if you can. This will show your boss you care and will help mitigate awkwardness in the future. If you follow these guidelines, you'll probably end up on good terms with your employer. Now there's just the matter of writing the letter. How to Write a Resignation Letter Choose between Adobe PDF, Microsoft Word (.docx), or Open Document Text (.odt) to complete a fillable form. 2. Create a Header Include your name and your employer's contact information. Use the date in the middle as a separator. Begin the letter with a formal greeting, using the recipient's name to make it more personal. Example Header John Rackanel 785 Bellevue Way New York, NY 10020 (347) 495-9309 January 1, 2017 Ray Carrera GlobalCorp 1 Finance Center New York, NY 10176 Dear Mr. Smith, 3. Include a Body Paragraph In the body of the letter, immediately state your intention to resign and provide your reasoning, including only positive feelings towards your work experience. In the event the company holds your resignation letter on file, you want to make sure that you leave on favorable terms. Therefore, it is in the writer's best interest to exclude personal disputes or issues with coworkers/the company from the letter that could bring up negative feelings or resentment. Notice Period - The industry standard is two (2) weeks; however, with more intensive industries, like healthcare, sometimes a month or even more is expected due to the competitive nature of finding replacements. The employer may choose to deny your notice-period and terminate your employment immediately. Plan your resignation ahead of time and make sure that you will be financially stable in the event that your employer decides to dismiss you forthwith. Example Body This letter represents my official notice of resignation from my position of electrician with G&E effective on the 2nd of April, 2017. It has been a gratifying experience to work alongside the individuals at G&E. I appreciate the knowledge and experience I have gained during my time here. I trust two weeks will be a sufficient amount of time for you to find a replacement and I'd like to offer my assistance in training the person that will take over my position. Thank you for your understanding. 4. Ending and Signature The last part of the letter simply requires a sign-off, your signature, and your printed name. A signature gives the form a personable feel to it while still demonstrating sincerity in your resignation. "Sincerely" is the safest choice for a formal sign-off, but "Regards", "Best Regards", "Respectfully", "Respectfully Yours" are all fine options. Example Signature Line Sincerely, [Signature] Blake Rose 5. Delivering the Letter A letter of resignation can be sent either through e-mail, standard mail, or personally handed to upper-management. If you are working with your manager or boss on a day-to-day basis, it is wise to tell them verbally while handing in the letter as your formal notice. Do not go into work as if nothing is happening and place your letter on their desk when they aren't there. Resignation should be executed in a personal way in order to keep a good reference for the future. Resignation Letter - Sample 1 Kristine Balleck 55 W Church St Orlando, FL, 32801 (407) 554-8922 August 6, 2016 Beverly Augustine Supervisor Beardall Senior Center 80 South Delaney Avenue Orlando, FL, 32422 Dear Mrs. Augustine, I must regretfully inform you of my resignation from the Beardall Senior Center. My last day will be August 20th. Working at the Senior Center has been one of my favorite jobs I've had and I couldn't have asked for a better group of people to work alongside. Thank you for being so understanding about my family situation and constructing a schedule that allows me to be home for my children as much as possible. I hope you don't have any issues in finding a replacement. I'm sure you won't as you are an excellent supervisor and a wonderful person. If there's anything I can do to help, please let me know. Sincerely, [Signature] Kristine Balleck Resignation Letter - Sample 2 AJ Bergman 209 20th St NW Grand Forks, MN, 56300 (407) 554-8922 February 16th, 2017 Tessa Mae YMCA Family Center 211 Demers Ave Grand Forks, MN, 56730 Dear Ms. Mae, I, AJ Bergman, present to you this letter of resignation from my current position of children's counselor at the YMCA Family Center, effective February 30th, 2017. I would like to take this opportunity to thank you for the years of enjoyable and fulfilling employment. I have learned a lot during my time here and will be leaving with many great experiences and fond memories. I would be happy to help find a replacement and train them, as I know this is somewhat short notice and out of the blue. I hope you realize my quitting is in no way a reflection of your ability to manage, but I must move on for personal reasons. Best regards, [Signature] AJ Bergman Resignation Letter - Sample 3 Tammy Beretti 390 Mountain View Dr Brigham City, UT, 84302 (435) 537-0209 tammytwo shoes@example.com March 19, 2017 Amber Greene Front Desk Supervisor, Hampton Inn 40 N Main St Brigham City, UT, 84535 Dear Mrs. Greene, Please accept my formal resignation as front desk agent at the Hampton Inn. I would prefer to leave at the end of the week but I can be available for the next two weeks, until the 2nd of April, if necessary. I want to thank you for the opportunities you and the hotel have given me. It's been a very positive working environment and I have made good friends during my time here. I am more than happy to train a new front desk agent while I carry out the remainder of my employment. Sincerely, [Signature] Tammy Baretti Creating and submitting a professional resignation letter can have a lasting effect on how you are viewed by past and future employers and colleagues. Your resignation letter should be concise. Include the date of your last working day, an offer to assist with the transition, and express gratitude to your soon-to-be former employer. In your resignation letter, do not air your grievances or speak poorly about the company or co-workers. This article is for employees who need guidance on writing a proper resignation letter. Resigning from a job, regardless of the circumstances, is a major life decision and should be taken seriously. Crafting and submitting a professional resignation letter is a key aspect of the resignation process and can leave a lasting impression on former and future employers. Knowing the impact this letter can have, it is important to understand what should be included in it and exactly how to write it. What is a resignation letter? When an employee decides to quit a job, they should give their employer a formal job resignation letter. Pat Roque, career transformation coach at Rock on Success, described a job resignation letter as being a formal notification of an employee's exit strategy. "It is a required document that becomes part of your employee records," Roque told Business News Daily. "Think of it as the last chapter of your story at your former company." Your letter should have a neutral tone that informs your employer that you are leaving and on what date, plus it should offer to assist in the transition to someone new and thank them for the time you were part of the team. Despite your feelings about your job or your boss, being professional, courteous, and helpful provides closure and a positive path forward. [See related article: Quitting Your Day Job? The Basics on Benefits Coverage for Entrepreneurs] "Always keep the door open, because you never know when you may want to return or even work with other colleagues in a future role elsewhere," said Roque. James Rice, head of SEO at Picked, said that although you will likely be expected to hand in a standard resignation letter, it is usually best to schedule a meeting with your boss to personally give them the letter and discuss your resignation in person. Key takeaway: A resignation letter is a document that officially declares your resignation from a company. What your resignation letter should say Although the specific contents of your job resignation letter can be tailored to your job and company, there are a few basic elements that should always be included. Roque suggested including the following elements: Your end date. Provide your official end date, ideally at least two weeks in advance. Help with the transition. Express your commitment to ensuring a smooth and easy transition, including availability to discuss your workload and status updates with your manager or successor. Gratitude for the opportunity. Find something nice to say, regardless of any differences you may have with a colleague or how toxic the job may have become. Request for instructions (optional). If you aren't yet aware of the exit protocol at your company, request specific instructions about final work commitments and such. Some companies may ask you to leave immediately, while others may have you very involved in a transition over the two-week period, or they may ask you to work from home and see HR to return your laptop on your last official day. Alex Twersky, co-founder of Resume Deli, added that offering to assist in training a replacement, preparing the team for your departure and expressing gratitude are important elements of a job resignation letter. "Conjure up ... the best time at your job and have that image top of mind when you write your resignation letter," said Twersky. "Let your boss think they were great, even if they weren't. [You might] get a good recommendation out of it." Key takeaway: Your resignation letter should include your end date, gratitude for the employment opportunity, commitment to a smooth transition, and a request for exit protocol instructions (if applicable). What your resignation letter shouldn't say Just as important as knowing what to say in a resignation letter is knowing what not to say. Many employees make the mistake of including too many personal details and emotional statements in their official letters. When you are writing an official resignation letter, omit the following details: Why you are leaving. Although you may feel the need to explain your reason for leaving, this is not necessary to include in your resignation letter. Rice said you may believe that the new employer has a better product, service, working environment, salary or benefits package, but these are not things to state in your resignation letter. Keep your language professional and positive. What you hated about the job. A resignation letter is not the place to air your grievances or speak poorly of your soon-to-be former company or co-workers. Roque said to let go of anger before submitting the letter. She also suggested having someone else review your letter before submission to ensure it is appropriately polite and succinct. Emotional statements. Twersky stressed the importance of using a calm, professional tone in your letter. An aggressive or otherwise emotional letter will only come back to hurt you. Twersky said that even if you are overworked and resentful, don't quit angry. Avoid using phrases like "I feel" or "I think," unless they are followed up by positive statements. When writing your letter, try not to burn any bridges, as you may need help from these individuals in the future. "Your employers may be providing you with a reference, or if you are staying in the same field, you may still network in the same circles or want to return in the future," said Rice. "It is always good to keep in touch with your old colleagues, and with social networks like LinkedIn, it may be hard to avoid them." These are also good tips to keep in mind when you inform your supervisor or manager that you are leaving. Short and simple is fine; you don't want to explain your reasons if you don't want to. Just stay polite, respectful and professional throughout the discussion. Key takeaway: A resignation letter should not include your reason for leaving, what you disliked about the job or grievances. Sample resignation letter Here is a resignation letter template you can fill in with your personal details. Remember, you are not required to include your reason for resigning in your letter. (Current date) Dear (Supervisor's name), Please accept this letter as my formal resignation from my role as [Title]. My last day with [Company] will be [End date]. To ease the transition after my departure, I am happy to assist you with any training tasks during my final weeks on the job. I intend to leave thorough instructions and up-to-date records for my replacement. I would like to take this opportunity to thank you for the knowledge and experience I have gained by working here. I am very grateful for the time I have spent on our team and the professional relationships I've built. It's been a pleasure working for you, and I hope our paths will cross again in the future. Sincerely, [Your signature and printed name] If you opt to provide a reason for leaving, either in your letter or during the conversation with your employer, be clear and positive, focusing on what you are gaining from the change and not the circumstances that caused it. Always be professional and formal. "Remember that people leave their jobs every day, and your manager will be used to the process," said Rice. "If you are courteous and thoughtful when resigning from your job, you will make the process easier for everyone and set yourself on the right path for future success." Benefits of providing a resignation letter Since some companies require employees to turn in a formal notice when they resign, it is important to check your employee handbook before saying your goodbyes. Although a company may not have official requirements in place that obligate you to submit a formal resignation letter, it is always best practice to do so. At the very least, handing in a formal and professional resignation letter makes you look good. It sets the tone for your departure as professional and courteous, reducing the possibility of hard feelings or uncertainty. It also gives you the chance to officially thank your employer and offer to assist with the transition process, if needed. A formal resignation letter also serves as a paper trail. Some companies may require a specific amount of notice (two weeks is standard), and your resignation letter can serve as physical proof that you provided ample notice. If there are legal problems, like the disbursement of your final paycheck or the last day of employee benefits, you can look to your resignation letter as support for your case. Key takeaway: A resignation letter is not always required, but it can make you look professional and courteous in your departure. It can also serve as physical proof of notice. Additional reporting by Nicole Fallon and Marci Martin. Some source interviews were conducted for a previous version of this article.

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