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# Sample resignation letter template email

Originally published Oct 15, 2015 5:12:00 PM, updated June 10 2021 The national letter of intent (NLI) is a form that can be completed by student-athletes intent on showing their commitment to play sports at NCAA colleges and universities. This is not a required document in terms of eligibility; however, submitting an NLI will ensure certainty in the recruiting process. This form is used only for prospective student-athletes enrolling in a four-year institution for the first. The student-athlete must include the institution they plan on attending and the sport they intend to play. By signing this document, the individual agrees to attend the college/university for one (1) year in exchange for guaranteed athletics financial aid (on the condition that they are eligible for such). Furthermore, the student-athlete can no longer be recruited by any other institution once an NLI has been signed and accepted. Signing Days – Depending on the sport, the required dates for a student to commit are updated on a yearly basis by the NCAA. 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 you 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 Rackaneli 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 tammytoshoes@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 Beretti What is a termination letter? A termination letter is a formal notice from an employer to inform an employee that they are being dismissed from their job. A letter of termination typically includes information regarding the reason for dismissal, benefits or severance pay they may receive, date of their final paycheck, and other details that are relevant to the termination. How to write a termination letter Letting someone go is a difficult job, and it's key to ensure employees don't feel cheated or degraded. If your evaluation or disciplinary processes work well, the employee should have had some warning that a termination may be coming. Make sure to arrange a brief meeting with the employee to let them know they're fired, before you send them an official 'termination of employment' letter. There are also cases in which you need to let go of employees temporarily – this is also known as furloughing. An employee furlough is mandatory unpaid or partially paid time-off, during which employees are usually eligible for unemployment and other benefits, such as health insurance. Several causes many lead to furloughs, for instance cost reduction or organizational restructuring. You should inform employees about this arrangement via an 'employee furlough' letter. Both letters should be written with two elements in mind: tone and compliance. It's to everyone's best interest to close (or pause, in the case of furloughs) your employment relationship with the employee on good terms (except if you're terminating them for cause), and a fully compliant furlough or termination letter helps reduce risk of lawsuits. So, here are some things to pay attention to: Consult a lawyer to make sure you're legally allowed to terminate this employee and learn more about relevant terms. For example, in some countries, you're required to give ample notice, severance pay or reasons for termination. Also, if it's a layoff or a furlough, there might be specific regulations involved. Decide on what the last day before the termination or furlough should be with their manager or head of department. Collect all policies that are in effect after an employee has been terminated or furloughed, so you can remind them in your letter. Use our sample letters as guides, but be mindful of the tone of your final customized version. Be sensitive, but firm. If possible, ask a fellow HR colleague to read the letter and let you know if anything sounds wrong. Here's our termination letter template: Dear [employee name], I'm sorry to inform you that as of [termination date], you'll be no longer employed with [company name]. As discussed, we think this is the best decision, because of [insert reason for termination]. [This is the final step in our disciplinary process/ a decision we made after the end of your Performance Improvement Plan launched on [date].] From [termination date] on, you won't be eligible for any compensation or benefits associated with your position. Please return [company property that must be returned] before [date] to the Human Resources office. You are entitled to your salary up until [termination date] and we'll also compensate you for your remaining vacation days. We'll also provide severance pay that will amount to [amount]. [You'll receive a separate letter with the complete details of compensation or other related information you're entitled to receive from us.] Please keep in mind that you have signed a non-compete, non-solicitation and non-disclosure agreement. If you have any information about our customers, employees or other stakeholders stored on paper or on your personal devices, you must delete it immediately. If you have questions or clarifications, I'm at your disposal for up to [five] working days after your last day of employment. We wish you best of luck. [Your name and signature] A full termination letter example Dear Mr Thomas, I'm sorry to inform you that as of 12/3/2018, you'll be no longer employed with Acme Inc. As discussed, the reason behind this is your reduced performance the past six months. We made this decision after the end of your Performance Improvement Plan, which we launched on 07/03/2018. From Dec. 3 on, you won't be eligible for any compensation or benefits associated with your position. Please return your swipe card, company cell phone and laptop by 5 pm on Dec. 3 to our HR office. You are entitled to your salary up until Dec. 3 and we'll also compensate you for your remaining vacation days. We'll also provide severance pay that will amount to two monthly salaries. You'll receive a separate letter with the complete compensation details and information about your health coverage (as per Consolidated Omnibus Budget Reconciliation Act or COBRA). Please keep in mind that you have signed a non-compete, non-solicitation and non-disclosure agreement. If you have any information about our customers, employees or other stakeholders stored on paper or on your personal devices, you must delete it immediately. If you have questions or clarifications, I'm at your disposal until the end of next week. We wish you best of luck. Elijah Burns Here's our employee furlough letter sample: Dear [employee name], I'm sorry to inform you that your position will be put temporarily on furlough due to urgent business conditions, from [date] to [date]. Hopefully, we'll be able to restore your employment after this critical time. Here's what to expect: During this time you will [not receive any payments/receive a x% reduction in your salary] from the company. [You must also entirely withdraw from your working duties.] If you receive employee benefits such as health or car insurance, the company will continue to pay them. You may be eligible for unemployment benefits under certain criteria. Contact the [state unemployment department] for more information. Your current PTO balance will remain the same. You can use your time off during this time if you wish to. We commit to do our best to bring you back as soon as we can. If you need any clarifications, feel free to reach out to me or Mr Brown. We wish the best of luck. Elijah Burns Here's our employee furlough due to urgent business conditions, from 12/3/2018 to 15/6/2018. Hopefully, we'll be able to restore your employment after this critical time. Here's what to expect: During this time you will not receive any payments from the company. You must also entirely withdraw from your working duties. The company will continue to pay your health and car insurance. You may be eligible for unemployment benefits under certain criteria. Contact the State of California Employment Development Department for more information. Your current PTO balance will remain the same. You can use your time off during this time if you wish to. We commit to do our best to bring you back as soon as we can. If you need any clarifications, feel free to reach out to me or Mr Brown. We wish the best of luck. Elijah Burns Related resources: Disclaimer: Note that this letter should be used as a reference only. It doesn't take into account all local, national or international laws. Consult your attorney or legal expert before sending a termination letter to employee.



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