



## How to write your own resignation letter

In most cases, we recommend that you keep your letter of resignation concise, formal, and polite. While brevity is key, ensure you include the following essential elements:

- **Your Name and Contact Information:** Include your full name, address, phone number, and email address.
- **Salutation:** Address the letter to your manager or supervisor using a formal title like "Dear Mr./Ms. [Last Name]".
- **Date:** Include the date you're writing the letter.
- **Resignation Statement:** Clearly state your intention to resign by mentioning something like "Please accept this letter as formal notification that I am resigning from my position as [Your Job Title] at [Company Name]".
- **Last Day of Work:** Mention your last day of work. Ideally, this should provide enough notice as outlined in your employment contract.
- **Signature:** Add your signature at the end of the printed letter.

### Tone and Content:

- **Professional:** Use formal language throughout, even if your company culture is casual.
- **Keep it Short:** Focus on the essentials. Explanations can be discussed in person.
- **Reasons for Leaving (Optional):** You can briefly mention your reason for leaving, but it's not mandatory.
- **Polite and Positive:** Remain respectful and express gratitude for the opportunity, even if you're leaving for a different reason.

### Additional Tips:

- **Thank Your Employer:** Express appreciation for the chance to work at the company.
- **Offer Transition Assistance:** Volunteer to help with the handover process to ensure a smooth transition.
- **No Personal Critiques:** Avoid negative comments about the company or colleagues.
- **Positive Ending:** Conclude the letter with a positive statement wishing your employer well.

By following these tips, you can ensure your resignation letter is professional and courteous.

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