

## Writing a Resignation Letter

A resignation letter provides notice that you will leave a company. It follows the verbal notice you give your supervisor about quitting your job.

### Why should I write a resignation letter?

Resignation letters are professional courtesies that extend your professionalism, even in the last days of current employment. A letter of resignation often secures a favorable letter of recommendation in the future, and it officially documents your departure.

### What should I consider before I submit my resignation letter?

- x If you choose to leave your current job for an opportunity at another company, be sure that you have a true offer from your prospective employer, such as written acknowledgment of the new job offer. Likewise, be sure to accept the offer formally, preferably through written documentation. Once you understand you have a secure position at the other company, notify your current employer: first verbally and then with your resignation letter.
- x Do not discuss your plan to quit your job with coworkers prior to the verbal notice you give your employer about quitting. Such unprofessional behavior will undermine the professionalism of your letter of resignation.

### How much notice should I give?

It is standard practice to give at least two-week notice. If you have a leadership position or a position that requires your specialized skills, it is important that you provide extra notice.

Managerial jobs and above may require a month or even a six-week notice. How do I format a resignation letter?

A resignation letter is a business letter, so it follows formatting conventions for business letters.

### Spacing

- x Use single spacing throughout your resignation letter.
- x Align all paragraphs to the left.
- x Leave one space between your heading and opening salutation.
- x Leave one space between each paragraph.
- x Leave three spaces between your closing salutation and signature.

### Margins

Use one-inch margins for all sides of the letter.



## Activity 1: Professional versus Unprofessional Resignation Letters

Read the two resignation letters from the fictional person Shannon Jackson as if you were her employer. Shannon Jackson and her company are not any different, but she expresses herself in different ways. Note the differences in the resignation letters. Record your reactions to each of the letters.

Shannon Jackson  
1234 E Capitol Expressway  
San José, CA 95121

August 15, 2014 </MCID 20>>32 t

Steve Wilson  
Hille-Jackson Law Firm  
1234 SWinchester Blvd  
San José, CA 95128

Dear Mr. Wilson,

I would like to inform you that I am resigning from my position as Office Services Clerk for the Hille-Jackson Law Firm, effective August 15.

I have made the decision to be a stay-at-home mother while my children are still young.

I wish Hille-Jackson Law Firm well!

Sincerely,

Shannon Jackson

## Activity 2: The What-Ifs of Resignation Letters

Mark whether you agree or disagree with the following scenarios.

1. Raul is a hard worker. He has been at his company for ~~years~~, and he has a great relationship with his boss. Raul should take the opportunity to ask for a recommendation letter in his resignation letter.  
[Agree] [Disagree]  
Sharon should provide a resignation letter ~~with~~ a recommendation ~~letter~~.
2. Sharon is not employed, but she does volunteer at a local school since she ~~wants to~~ be a teacher someday. She has been volunteering for a year, and she has been volunteering extensively for the past six months. She is more than a familiar face, and the children expect to see her weekly. Since Sharon is only volunteering, she should ~~write a~~ resignation letter.  
[Agree] [Disagree]
3. Walker rarely sees his supervisor. He should email his supervisor his resignation letter.  
[Agree] [Disagree]  
with the ~~chief~~ and ~~the~~ ~~company~~.
4. Patricia has been a member at her local church for three years. The past six months have been difficult for Patricia. The church is under the leadership of a new pastor, and she believes his doctrine to be unsound. She has prayed, and her decision is ~~made~~ to leave the church. She should submit a resignation letter.  
[Agree] [Disagree]

### Answer Key for Activity 2

1. Although Raul has a great relationship with his boss, he should submit his resignation letter prior to asking for a recommendation letter. Resignation letters serve one purpose: to state your departure from a company. While resignation letters may ~~ask~~ a supervisor more ~~reception~~ or ~~freely~~ a commendation letter it is ~~not~~

## References

Andersen, Sarah *HomeTownHandouts* er Letter . ”