

Resignation Letter

Definition:

A letter of resignation is the formal announcement of your decision to leave your current position with your employer. While, you may have had verbal discussions with your boss about leaving, the resignation letter is an official document that is filed along with other employee records. Letters of resignation are required as part of official protocol for different purposes and are formally written documents stating the employee's decision to resign, reasons for leaving and your last official day at work.

Function:

Letters of resignation serve different functions. They are required by your human resources and payroll departments to dispatch your pending payments, benefits and important documents. Based on the date of the final day at work, the company can plan its course of action to replace you or to reallocate your projects to other employees. Some potential employers may ask to see the records of your previous employment and this includes resignation letters.

Tips in Writing a Resignation Letter:

What to Include in Your Resignation Letter. A basic resignation letter should include the fact that you're resigning and the last day you will work. It's fine to thank the employer for the opportunities they have provided to you, as well.

Keep it Brief. Your resignation letter should be brief and to the point. You don't need to include lengthy explanations about why you are resigning.

When to Include a Reason. If you're resigning under positive circumstances - you're relocating or going back to school, for example, it's fine to include the reason. If you're resigning because it's a bad job, there's no need to mention the gory details. It's better to keep them to yourself.

Offer to Help. If it's feasible, offer to help during the transition and afterwards. The offer may not be accepted, but it will be appreciated. Include a phone number and email address where you can be contacted.

Don't Vent. Even if hate your job, don't say it. Your resignation letter will be placed in your permanent employment file and it's important that it doesn't contain much more than the basics.

Writing Email Resignation Letters. It's better to resign in person, then follow up with a formal resignation letter for your employment file. However, if circumstances are such that you need to send a resignation email, write it as professionally as you would a resignation letter on paper.