



## **Resignation Tips**

1. Remember that your current employer might need to provide you with a reference in the future, so do not leave on bad terms or bad-mouth anyone in the company before leaving. You want to be remembered leaving in a tactful manner, no matter how difficult your time at the company may have been.
2. It is just as important to fulfil any contractual obligations during your resignation period. Ensure you work your full notice period and conduct a proper hand-over (return company property, make a note of passwords to access information on your pc, make a list of upcoming deals in the pipeline etc.) to ensure that you do not leave your employer stranded. This again, is to ensure you do not burn bridges and leave the company in a favourable light.
3. Make sure that your Manager is the first person to know about your resignation; do not discuss it with your colleagues before-hand. The last thing you want is for your Manager to find out from someone else.

### **Resignation letter tips:**

1. Concise:
  - a. To the point
  - b. A resignation letter is usually not longer than half a page
2. Dated
  - a. Include date of resignation and last day (resignation period)
3. Polite
  - a. Thank your employer the opportunity they have given you
  - b. A resignation letter is not an opportunity for you to bad-mouth your position or your manager
4. Signed
  - a. Ensure that you sign the resignation letter to make it official

**See examples of resignation letters on pages to follow**

### **Example 1**

(Date)

(Manager's name)

(Company Name)

(Company Address)

Dear (Manager's Name)

This letter is to let you know that I am concluding my employment with (Company Name) effective (Date).

The time I have spent at (Company Name) has been beneficial in my career. I hope that my contributions to the company have been positive. My relationship with you has always been professional, warm and rewarding.

I have accepted a position that will enhance my career growth and will expose me challenges and opportunities, which I believe, are in my best interest. Should you flatter me with an offer to stay, I could not, under any circumstances, consider it. My decision is irrevocable and final.

(Manager's name), I have the utmost respect for you and wish nothing but the best for you and (Company Name). If I can be of any special assistance during my final (Notice Period), please let me know.

Kind regards,

(Name)

**Example 2**

(Date)

(Manager's name)

(Company Name)

(Company Address)

Dear (Manager's Name)

As per section ..... of my contract of employment, I hereby give (Resignation Period) notice of my intention to leave (Company Name).

Kind regards,

(Name)

### **Example 3**

(Date)

(Manager's name)

(Company Name)

(Company Address)

Dear (Manager's Name)

I am so sorry to inform you that I will be leaving (Company Name) on (Date). This was a difficult decision. Working for (Company Name) has been a positive experience and one for which I am thankful. I have learned a lot here and have enjoyed working on our project, as well as with you. In fact, I am sure I would continue to benefit if I were to stay.

I have thought long and hard about this. I have made a decision and it is final and irrevocable.

I wish continued success to (Company Name), to your project and to you.

Please feel free to contact me after I leave if I can be of any further assistance to the project.

Yours sincerely,

(Name)

#### **Example 4**

(Date)

(Manager's name)

(Company Name)

(Company Address)

Dear (Manager's Name)

This is to inform you that I have accepted a position with (New Company Name).

I want to express my gratitude for a rewarding professional association during my employment with (Company Name).

This decision was not an easy one and involved many hours of thoughtful consideration, particularly with respect to my own plans for my future. I am confident, however, that this new position represents a positive move towards fulfilling my career goals.

I hope you will respect my position in this matter.

My main thoughts now are to work as hard as possible to wrap up my projects here and turn over my responsibilities as smoothly as possible.

Kind regards,

(Name)

## **Example 5**

(Date)

(Manager's name)

(Company Name)

(Company Address)

Dear (Manager's Name)

I want to thank you for all you have done for me here at (Company Name). It's been a pleasure working with you and representing your company as (Job Title).

I have accepted an offer with another firm and have decided to tender my resignation as of today. This decision has nothing to do with the opportunity you have provided for me here. You and the company have been fair towards me and I genuinely appreciate all your support.

I wish (Company Name) continued success and I want to thank you for allowing me to be a part of your team. Please feel free to contact me at any time if I can be of further assistance in helping with a smooth transition.

Sincerely,

(Name)

## **Example 6**

(Date)

(Manager's name)

(Company Name)

(Company Address)

Dear (Manager's Name)

As per section..... of my contract of employment I hereby give (Resignation period) notice of my intention to leave (Company Name).

I want to thank you for all that you have done for me in my employment here. It has great working for you and representing the company.

It is now time for me to move on. I have accepted a position with another firm. This decision was not an easy one and took a lot of consideration. However, I am confident that this new position represents a positive move towards fulfilling my career goals.

I wish the company continued success and once again, would like to thank you for allowing me to be part of your team.

If there is anything I can do in order to aid a smooth transition of responsibilities, please let me know.

Kind regards,

(Name)