

# How to Write a Resignation Letter?

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## What is a Resignation Letter?:

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A resignation letter is a formal letter that is handed over to the employer by the employee while leaving a job. A good resignation letter is a means to maintain cordial relationship with your previous employer. A resignation letter should be very simple, concise and positive. The resignation letter should contain information on when you are leaving. You should always write a professional resignation letter. Even if you hate your job, there is no need to mention that in your resignation letter. A resignation letter should be written in a very diplomatic way so that there is no interruption in the resignation.

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## How to Write a Resignation Letter

### How to write a resignation letter

Some important things that need to be included in the resignation letter are mentioned below:

1. Firstly, you have to let your employer know that you are leaving the company and the date on which you are leaving.
2. Next, do not forget to thank your employer and appreciate the time that you have spent with the company.
3. It is better to write a resignation letter on paper but if you are required to send a resignation email, it should also be very brief, professional and to the point.
4. If you wish to mention the reasons of your resignation, never criticize your employer or say something negative about co-workers, colleagues, or your superiors. It's better to keep the reasons to yourself.
5. According to the standard practice, two weeks' notice should be given to the company while resigning.
6. Always try to talk positive when you talk about your resignation with your colleagues. Don't bad mouth your employer. Try to highlight how the company has helped you grow and achieve success. Although you have decided to leave and move on but there's no point in criticizing your job. It is always advisable to maintain a good rapport and understanding with your old employer.
7. Do not exaggerate your new job. Even if you have got a better job, do not brag about it.
8. Do not forget to say goodbye to your co-workers, subordinates and superiors while leaving your job.

## Sample of a Formal Resignation Letter

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### Sample

The sample of a resignation letter is given below:

Your Name

Your Address

Your City, State, Zip Code

Your Phone no.

Your Email

Date

Name of the concerned person

Title

Organization

Address

City, State, Zip Code

Dear Mr. /Ms. Last Name,

This is to inform you that I am resigning from my position as Supervisor on 15/03/12.

I would like to take this opportunity to thank you for all the support that has been provided during the last three years. I have really enjoyed my tenure and learned a lot from my superiors.

Please let me know if I can be of any help.

Yours Faithfully

Your Signature

Your Typed Name

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## Reference Links:

- <http://jobsearch.about.com/od/resignationletters/qt/resign.htm>
- <http://jobsearch.about.com/od/resignationletters/a/resignsamp2.htm>
- <http://jobsearch.about.com/od/resignationletters/a/resignexample.htm>

- <http://jobsearch.about.com/od/resignationletters/qt/resign.htm>

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