



Dear [Manager's Name], I am writing to announce my resignation from my position(your position) at [Company Name], effective immediately. Due to some urgent personal reasons, I am unable to continue my duties with the dedication and focus you deserve. I understand that my immediate departure may cause inconvenience to the team and the organization. Please accept my sincerest apologies for the abruptness of my decision. I am grateful for the opportunities I have been afforded at [Company Name], including the valuable experiences and the professional relationships I have been afforded at [Company Name]. departure may cause. I would appreciate it if we could expedite my release process, including the settlement of any outstanding benefits or compensation. I am also available to hand over my responsibilities and provide necessary guidance to any designated successor or team member as required. Resignation Letter [Manager's Name] [Company Name] [Company Address] [City, State, Zip Code] Dear [Manager's challenging times. I wish [Company Name] and all my colleagues continued success. Yours sincerely, [Your Name] 4. Resignation letter Format for Seeking Retirement [Your Company Letterhead] Name], I am writing this letter to notify you of my decision to retire from my position as [Your Position] at [Company Name], effective [Last Working Day, preferably at least one month from the date of the letter]. I looked forward to this next chapter in my life, so I made the decision. The decision marks the culmination of a rewarding career and a significant milestone in my life. It is such an amazing experience to get outstanding opportunities I have been given and the relationships I have been given and thav enriched me personally. I am committed to ensuring a smooth transition. I am willing to work with you and the team to effectively hand over my duties and responsibilities. I am also available to assist in training my successor or provide guidance to the team during this transition. transition as seamless as possible. I look forward to discussing the next steps and how I can help during the remaining time of my tenure. Thank you once again for the opportunity to be a part of [Company Name]. I leave with fond memories and look forward to staying in touch. Warm regards, [Your Name] 5. Resignation Letter to Manager [Your Resignation Letter [HR Manager's Name] [Company Name] [Company Address] [City, State, Zip Code] Subject - Resignation letter Dear [HR Manager's Name], I am writing the letter to inform you of my decision to resign from my position as [Job Title] at [Company Name], effective [Last Company Letterhead] Working Day, typically one month from the date of the letter]. I have thoroughly enjoyed my time working with [Company Name] and am grateful for the opportunities for growth and development that I have experienced here. However, after careful consideration, I have decided to pursue other opportunities that align more closely with my career goals. I want to take this opportunity to express my gratitude to you and the entire HR team for your support during my time at [Company Name]. I have built here. Please let me know if there is any additional information or documentation you require from me before my departure. Thank you again for the opportunity to be a part of [Company Name], and I wish the company continued success in the future. Sincerely, [Your Name] 6. Personal Reason Resignation Letter Format [Your Company Letterhead] Resignation Letter [Manager's Name] [Company Name] [Company Address] Dear [Manager's Name], I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter]. After much thought, I decided to step down from my role for personal reasons. My time at [Company Name] has been truly transformative. I am deeply grateful for the opportunities to grow professionally and personally that the company has provided. During my notice period, I am available to assist in training my replacement and completing any outstanding projects to the best of my ability. Thank you for your understanding and support during this time. I appreciate all that [Company Name] has done for me and hope to stay in touch in the future. I wish the company continued success and growth. Sincerely, [Your Name] 7. Short Resignation Letter with Notice Period [Your Company Letterhead] Resignation Letter [Manager's Name] [Company Name] [Company Address] Dear [Manager's Name], I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter]. Following careful consideration, I have decided to step down due to personal reasons. I will work diligently during my notice period to ensure a smooth transition. I am committed to completing my current projects and assisting in the handover process. Thank you for the opportunities for growth and development that I have received during my tenure. I have greatly valued my time at [Company Name] and hope to stay in touch. Sincerely, [Your Name] 8. Resignation Letter format to School Principal [Your Company Letterhead] Resignation Letter [Principal's Name] [School Name] [School Name], I regret to inform you that I am resigning my position as [Your Position] at [School Name], I regret to inform you that I am resigning my position as [Your Position] at [School Name], I have had the privilege of working with wonderful colleagues and students who have made my time here truly memorable. However, after much consideration, I have decided to pursue new opportunities that align more closely with my career aspirations. I want to express my gratitude to you and the entire school administration for your support and guidance during my tenure. It has been a pleasure working alongside such dedicated professionals, and I will always cherish the friendships and memories I have made here. I am committed to ensuring a smooth transition during my notice period at [School Name]. I will complete any outstanding tasks and assist in the handover of responsibilities to ensure minimal disruption to the students and staff. Thank you for the opportunity to be part of the [School Name] community. I wish the school continued success and prosperity. Sincerely, [Your Name] How to Write a Resignation Letter A simple resignation letter showcases your professionalism and respect for your company. It is a bit different from any random company mail. The resignation letter format is usually short and crisp, ranging from one paragraph to a page long. The letter's content should be direct, to the point, and relevant to the matter of discussion. Moreover, when writing a simple resignation letter sample, note that the letter should convey appreciation, professionalism, and a willingness to cooperate in the full and final settlement process. Here are some points that you should mention while drafting your resignation. 1. Figure out whom you will send it to, whether your manager, HR, or CEO. You should craft the letter using the tone and language most appealing to the recipient. For example, if you are going to mail an HR manager whom you have never met, you should maintain a formal tone. If your recipient is the CEO or some chief person, you must follow all email etiquette. 2. Create a Robust Subject Line Drafting a subject line is essential for every letter as it creates an impression on the receiver when he opens it. Moreover, a clear and direct subject line ensures what the letter is about and conveys its importance or urgency. 3. Intentions of Leaving and Departure Date After drafting a clear subject line, you need to focus on the body of the resignation letter. It should clearly state the reason behind your resignation and the date of your separation from the current workforce. Here, you don't need to describe the story behind your resignation; just keeping it simple and precise is quite enough. In case, you need to leave your job immediately, you can request it with the letter. In the next paragraph, you can offer help by referring candidates for replacement, training the replacement and helping them wrap up the project you are working on. Moreover, you can express gratitude for the opportunities you have had during your tenure. 4. A Thank You Message Closing with professional sign-off like sincerely", 'thank you' or best regards expresses gratitude. It sets a positive tone for the remaining time you will spend within the office during the notice period. A thank you note maintains a good relationship with your employer and colleagues, which benefits future references, career upbuilding or networking opportunities. 5. Your Contact Information If you have not already attached your contact information, add your full name and contact number below the thank you message. You can also add your current position and professional contact information helps the employers communicate with you during the transition period or beyond. Moreover, it reflects professionalism and reliability, contributing to a positive impression as you navigate the resignation letter, one can use the HRMS software and related tools as well. What to include in a Resignation Letter? In the simple resignation letter sample, the following points should be mentioned in detail. -> A Date Mention the date when you are writing a resignation letter. > Addressee Include the name and title of the recipient. It could usually be your manager, supervisor, HR, or CEO. > Salutation Add a formal greeting, such as 'Dear [Recipient's Name],' at the start of the letter body. > Statement of Resignation Write down a clear and direct reason for resignation indicating your intention.
→ Last day of Employment Specify the date of your last working day. It helps HR serve the notice period. → Express Gratitude Appreciate your working tenure. → Offering Assistance During Transition In the letter body, offer assistance during a transition and reassuring commitment in the handover process. -> Closing A polite closing, such as "Sincerely" or "Best regards," followed by your signature. -> Contact Information, including your phone number and email address, in case the employer needs to reach out for further discussion or clarification. What Not to Include in a Resignation Letter? Let's dive into the section that informs you what should not be included. > Use of Foul Language or rudeness may affect employees. Negative language can also negatively affect one's professional reputation. Instead of a foul comment, continuing a respectful and positive tone throughout the letter maintains an everlasting impression after you leave the company. -> Critique and Misbehaviour while writing a resignation letter ensures a positive departure. Some negative comments also affect future job references and may lead to legal complications. Moreover, your elegance in behaviour will help you position in the future. -> Spelling Mistake Spelling mistakes are one of the silly mistakes that undermine your professional. A resignation letter is a formal document that displays an individual's professionalism and attention to his work letter content helps maintain a positive reputation with the employers during the transition process. It leaves a long-lasting impression that could be beneficial for the re-employment opportunities.
It is not the place to address property information, such as details on office equipment and other company property. The handover process is individually handled in the exit interview process arranged by the HR department. confidential information could breach the company's privacy agreement. Moreover, the letter may be circulated within the company, avoiding confidential information and maintaining professionalism reflects well on an individual's integrity and professional conduct. FAQs on Resignation Letter Format 1. When Should you Write a Letter of Resignation? At least 2 weeks earlier, you should notify your company that you are ready to quit Know who to inform your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Prepare for the Handover Process 3. How do you Resign Smoothly? We are sharing points in detail so that you can resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver your resignation letter Set up for asset submission Hand in/ deliver formal Resignation Letter Maintain Positive Gesture throughout the process Provide a sufficient amount of notice time Offer to train your replacement Prepare a transparent handover process 4. What Should you do after Submitting a Resignation Letter? notice period. It is fairly wrong. It's essential to leave on a positive note throughout the notice period. Here are the following things with your Replacement Recruit Complete your Handover Process Enjoy your Last Day Is it time to end things with your current organization? Even if you've had a poor experience and leave the job on a sour note, a smooth transition works best for everyone involved. So, the best thing to do at this point is to tender your letter of resignation, which is the formal notification to your company that you are moving on. A well-crafted resignation letter will ensure you end things professionally and on good terms. To help you write a professional resignation letter, we've curated a collection of free resignation letter templates are easy to edit and customize, helping you structure your resignation letter and ensure a smooth exit. Summarize this article with AI ClickUp Brain not only saves you precious time by instantly summarizing articles, it also leverages AI to connect your tasks, docs, people, and more, streamlining your workflow like never before. While there is no single best way to quit a job, a simple, professional, and clear resignation letter can help. You should opt for the best resignation letter template that is easy to use, follows a standard layout, and informs the employer of your decision to leave. It should have the crucial details like: Your details: Name, current position, department, and contact informationDate: The current date to start your notice periodRecipient's information: Name, job title, company name, and department (usually your immediate supervisor or HR representative)Formal salutation: A formal greeting, such as 'Dear [Recipient's Name]'Resignation statement: Clearly state your intention to resign and the effective date of your last day of work (two weeks of transition period is a standard for most organizations)Reasons for resignation (optional) If comfortable, briefly mention your reasons for leaving, such as starting a new job or venturing into a new career path. Don't go in too much depth, as you can cover the details during the exit interview or a face-to-face discussionGratitude: Express your appreciation for the opportunities and experiences at the companyClosing remarks: Offer to assist with the transition and ensure a smooth handoverSincerely: A formal closing, such as 'Best regards,' followed by your signature Summarizing articles, it also leverages AI to connect your tasks, docs, people, and more, streamlining your workflow like never before. Writing a resignation letter can seem daunting, especially since there is so much we would like to include in it. However, just like a resume template focuses on getting the job done in the right words. Here are a few Word templates that will help you write a formal resignation letter in a structured format: ClickUp Termination Contract TemplateEnding a professional relationship with an employee, contractor, or service provides a reliable and easy-to-use framework to guide you through the process. This template allows you to provide details about the agreement being terminated, the termination date, and the reasons for termination. In addition, this template leaves room for you to reiterate your appreciation for the services rendered. Why did we like it?Provided in user-friendly ClickUp Docs formatAllows for clear communication on details of the contract termination. professional tone to maintain a good relationship with the service providerEase of adding tasks or matters pending completion before terminate a contract in a fair and professionals or managers who need to terminate a contract in a fair and professional sor managers who need to terminate a contract in a fair and professional sor managers who need to terminate a contract in a fair and professional sor managers who need to terminate a contract in a fair and professional sor managers who need to terminate a contract in a fair and professional sor managers who need to terminate a contract in a fair and professional sor managers who need to terminate a contract in a fair and professional sor managers who need to terminate a contract in a fair and professional sor managers who need to terminate a contract in a fair and professional sor managers who need to terminate a contract in a fair and professional sor managers who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair and professional sort who need to terminate a contract in a fair formal resignation minimalist, consider a simple template that follows the traditional layout. The resignation letter, ensuring you effectively a straightforward approach. It focuses on the essential elements of a resignation letter, ensuring you effectively a straightforward approach. communicate your intended departure with professionalism. Straightforward structure Easily editable in Microsoft WordIncludes all the essential details like formal notice, current position, two-week notice, and other requirements of an official documentSuitable for professional settings, especially traditional businesses and large organizationsIdeal for: Those looking to create a well-structured resignation letter of resignation letter template.Net. This template provides a professional layout that helps convey your message clearly and concisely, making it suitable for corporate and business environments. Formal tone with appropriate language for professional settingsEditable in Word format, allowing for easy customizationProvides space to explain the reason for resignation if desiredIncludes an option to offer assistance during the transitionContains minimalist design elements for a polished toneIdeal for: Individuals in managerial or executive positions in industries that require a more structured format when putting in an official notice.via Template. NetImagine adding a touch of humor to the life of your human resources manager! The funny letter of resignation template by Template.Net promises to do just that. Consider it if you want to leave on a humorous note while maintaining your positive relationship with a smile and a few laughs. While maintaining a polite tone, it injects some personality into the traditional resignation letter format, wishing your company continued success and offering support during the transition process. Humorous but respectful tone easily customize to bring out your unique personality playful way to announce your retirement and departure format that you can easily customize to bring out your unique personality. to colleaguesIdeal for: Senior professionals or those who have worked in the organization for long, especially those looking to make a memorable retirement announcement that breaks the news positively.via Template.Net want to submit a straightforward and concise resignation letter. This template is particularly useful when you need to submit a resignation letter quick submissions clear structure with all the necessary elements of a resignation letter. elements required for a formal letter of resignation, with notice period, company address, last working day, and other informationFocuses on a professional tone without any unnecessary detailsIdeal for: Individuals who need to inform their employers of their decision to leave without going into too much detail while maintaining a formal and respectful tone. Summarize this article with AI ClickUp Brain not only saves you precious time by instantly summarizing articles, it also leverages AI to connect your tasks, docs, people, and more, streamlining your workflow like never before. want advanced features and a more AI-driven approach will face several constraints with this tool, such as: Restricted formatting. If you aren't an expert in Word, it might be tough to give your resignation letter a suitable appearanceLack of version control: Managing multiple versions or revisions of a resignation letter can be challenging in Word. If you don't save them using a proper naming convention, you might face potential confusion about which version is the most currentLimited integrate well with other productivity tools and platforms, which could be a drawback if you need to coordinate your resignation with other tasks or communications. This is especially tough if you want to include details of your tasks or other responsibilities. It'll mean having to pull this data manually from a project management tool and then write it into your resignation letter Summarize this article with AI ClickUp Brain not only saves you precious time by instantly summarizing articles, it also leverages AI to connect your tasks, docs, people, and more, streamlining your workflow like never before. While Microsoft Word and the several resignation letter templates will help you get the job done, there is a more user-friendly and impactful alternative—ClickUp offers a smoother, more efficient, and collaborative experience. Its advanced features allow you to write a professional resignation letter while including key activities and next steps to ease the transition process. This helps your current employer make faster decisions; thus, you can complete your notice with little to no hassle. Add comments easily and suggest updates to any live document using ClickUp Docs, you can create a central platform for all your wikis and documents. This will help you format your resignation letter as well as transfer essential knowledge in an easy-to-understand way. Docs allow you to: Use rich-formatting options: Create a professional resignation letter using /slash commands and advanced rich-text features for a polished look. Add color, bold, or italics to the text, use markdown language to add bullets, and design the document your resignation letter, ask them to add comments or suggest edits. Unlike Word, where version control and email exchanges can become cumbersome, ClickUp Docs provides a central platform for instant feedback and updatesAccess the documents, which may need to be emailed or shared through cloud storage, ClickUp Docs can be accessed, edited, and shared directly from the ClickUp platform or app, providing greater flexibility and convenienceIntegrated task management: Create tasks related to your departure, such as handing off projects or scheduling meetings, directly within ClickUp. This integration ensures that all aspects of your resignation are handled efficiently in one placeLeverage the advanced AI writing features to create impeccable first drafts and customize them easily using ClickUp BrainUnsure about the right resignation letter format or template for your specific requirements? Use the power of ClickUp BrainUnsure about the right resignation letter format or template for your specific requirements? to help you create content tailored to a specific requirement. By providing the AI assistant with simple prompts, you will be able to: Create basic drafts: Use the AI writer to generate content based on the specific prompts, helping you craft the transport of the perfect first draft that's ready for refinementImprove tone and language: Refine the language and tone of your letter, ensuring that it is ideal or a professional setting and creates a positive impression on the readerProofread your letter: Use the advanced proofread your letter is free of grammatical errors and inconsistencies while also using the right words to communicate your thoughts perfectlySummarize information: Summarize the key points of your resignation letter to create a short message you can share when leaving the Slack workspace, or on personal chat with a few colleagues on the last working day. Bonus Resignation Letter Templates in Google Docs! Summarize this article with AI ClickUp Brain not only saves you precious time by instantly summarizing articles, it also leverages AI to connect your tasks, docs, people, especially since you are already looking forward to a new job or exploring new territories in your career. But even if you've not had a positive experience with your current employer, it is best to write a polite resignation letter, express gratitude, and end things on good terms. This way, if you decide to rescind your job acceptance for any reason, you can stay back in your current company and continue on your career path. While resignation letter templates in Word serve the purpose, ClickUp offers a more dynamic and stress-free approach to handling your resignation. With its robust task and next steps to secure all aspects of your departure. Ready to see the difference? Get started with ClickUp today and transform how you handle professional transitions. Everything you need to stay organized and get work done. HBR Staff/George/fhm/Getty ImagesYou've made the decision to quit your job and you want to leave on a positive note. This starts with giving notice and letting people know in a professional way. So, do you need to send a resignation letter? If so, who do you say? Sometimes you have to resign from your job on short notice, for reasons like new career opportunities, personal reasons, relocation, etc. In these cases, you may use a simple letter of resignation seeking approval. Your letter of resignation should include your name, designation, and last date of employment. At the end of this letter, thank the employment. At the end of this letter, thank the employment. At the end of this letter, thank the employer for the position of [job title]. Dear Sir/Madam, I [your name], working as a [job title] in our organization. I would like to submit my formal resignation from my position effective [date]. The reason for my resignation on such short notice is [reason]. I sincerely apologize for any inconvenience. I look forward to your approval of my resignation. Thanking you. Regards, You name, Designation. Sub: Resignation letter. Dear Sir/Madam, I [your name], would like formally resign from my position as a [job title] starting [date]. I have to resign on such short notice. It will be very helpful for my career. I will always be thankful for the opportunity to work with you I hope that you understand my circumstances and accept my resignation. Thanking you. Sincerely, Your name, Designation letter. Dear Sir/Madam, This is to inform you that I would like to resign from my position as a [job title] for personal reasons. I sincerely apologize for any inconvenience caused by my sudden notice of resignation, but I have no other option. Therefore, please accept my resignation. Thanking you. Regards, Your name, Designation as a [job title] at [company name] with an immediate effect from today i.e [date]. I am resigning because [reason]. My sincere apologies for the inconvenience caused to you. I look forward to your understanding and acceptance of my resignation, Employee ID. Sub: Resignation W.E.F Tomorrow. Dear Sir/Madam, Please accept this letter as my formal resignation from [job title] at [company name], effective from tomorrow i.e [date]. I apologize for resigning with such short notice period. But due to some unavoidable reasons, I had to take this decision. It has been a pleasure working with you and I wish the organization every success. Yours sincerely, Your name, Designation, Employee ID. Sub: Resignation letter. Dear Sir/Madam, It is with great sadness, I am not in a position to serve notice. I sincerely apologize for causing such an inconvenience. Thank you for the opportunities that you have provided me during my tenure. I eagerly await your approval of my resignation, Employee ID. Sub: Resignation from the position of [job title] at [company name]. My last working date will be [date]. I have enjoyed being a part of my resignation from the position of [job title] at [company name]. the team and I am thankful for the opportunities you have given me during my time here. Hoping for your kind understanding on this matter. Thanking you. Regards, Your name, Designation, Employee ID. Sub: Resignation - Reg. Dear Sir/Madam, This is to inform you that I am [Employee name] resigning from my position as [job title] at [company name] with effect from [date]. I apologize for bringing up the resignation at the last minute, but because of unforeseen circumstances, I must make that decision. Thank you very much for the opportunity to work here. Thanking you. Sincerely, Your name, Designation, Employee ID. Sub: Resignation letter. Dear Sir/Madam, Please accept this letter of resignation from my position as a [job title] at [company name] effective on [date]. I got a permanent job at [new company name]. As a temporary worker with your company, I do not have a notice period. Therefore, please accept my resignation. I really appreciate your support during my time here. Thanking you. Regards, Your name, Designation, Employee ID. When you decided to write a short resignation letter, make sure you included the following elements. Date: mention the date of acceptance of the resignation. So make sure you mentioned the right date. Subject Use a simple subject line such as "Resignation letter"** (or) **"Resignation for the position of [job title]". Your name in starting of the matter (or) in the letter closings. Job Title: Specify the job title to which you are resigning. Last working date that you are resignation for the position of [job title]". you are stating the last working date consider your notice period. Reason for resignation: Include the reason for resignation. If you do not want to disclose the reason, just mention the reason as personal. Gratitude: Express your thanks to the company for providing you with an opportunity to work with them. 1. What is a short resignation letter? When an employee wants to resign with a short notice period of fewer than two weeks they can use short resignation letters without elaborating the reasons. A short resignation letter can be 2-3 paragraphs. 2. Why do you need to resign with short notice? Employees who are on temporary jobs (or) probationary periods use short resignation letter can be 2-3 paragraphs. letters whenever they got better job opportunities or for any other reasons. 3. When to write a short resignation letter? When your job doesn't have a notice period (or) if it is not mandatory to serve the notice, then you can use a short resignation letter. 4. Is writing a short resignation letter professional? Yes, it is a professional way to resign from your job. You can keep your resignation letter simple and short by stating only important information. 5. Can I resign after 1 day? It depends on your company's termination policies. If you are on a temporary role or probationary period you can resign after 1 day? salary and experience certificate. 6. What are some valid reasons for immediate resignation? It is not mandatory to reveal the exact reason for my resignation? It is not mandatory to reveal the exact reason for my resignation? It is not mandatory to reveal the exact reason for my resignation? support for future jobs it is better to reveal the real reason. 8. How much notice pay amount should I pay for short notice resignation? The notice amount depends on your company's termination policy, you can find it in your appointment letter. Recommended: Smallpdf's Resignation Letter Template in Word is a helpful, free outline designed to guide you in writing a clear, professional resignation letter. This downloadable and printable template provides an example layout with content you cover all essential points with the right tone and structure. Our Resignation Letter Template makes it easy for you to personalize your letter while staying respectful, ensuring your letter is clear and well-received. This, and our other professional and business template in Word is compatible with Google Docs. If you don't have access to Microsoft Word, download our letter of resignation template and import it to Google's ecosystem. You can then use Google Docs as an editor. You can also edit any of the text in our Resignation Letter Template and other free templates. While our Resignation Letter Template is not suited for use in Google Sheets or Google Slides, some of our other business and professional templates are. The typical format for a letter of resignation uses a professional tone from start to finish. The Smallpdf Resignation uses a professional tone from start to finish. details. A clean, straightforward approach reinforces respect and leaves a positive final impression. It is best to use a respectful closing like "Sincerely" to end on a courteous note. There is no need to include a subject line in your resignation letter. and editing. To avoid compatibility issues, you can use our PDF Converter to change your Word document to a PDF file. A well-structured resignation letter should include key information like the recipient's name, the company name, your full name and current job title, your notice period, and your last working day. Briefly mentioning positive experiences and offering assistance with the transition process can leave a good impression. It is also recommended that you add your contact information, such as a phone number, allowing the company to reach you if needed after your departure. If possible, convey appreciation for the opportunity as this leaves the door open for future connections. The appropriate route is to send a copy to Human Resources (HR) later, since they usually need a copy as part of the official exit process. Depending on your relationship with your manager, you might want to first discuss your resignation with them in a private meeting. After the discussion, you can formally submit your letter to both your manager and HR. This approach ensures that your immediate supervisor and HR. This approach ensures that your immediate supervisor and HR. on crafting a professional resignation letter? Look no further! This article presents a comprehensive resignation letter sample, providing you with a simple yet effective template to communicate your decision gracefully and maintain positive relationships with your employer. Say goodbye with confidence and leave a lasting impression with our carefully crafted sample. Resignation Letter Templates S.No. Description Download File Format 1 Resignation Letter Format DOWNLOAD Word (.docx) 3 Simple Resignation Letter Sample DOWNLOAD Word (.docx) 4 Resignation Letter From Job (Download in Word) DOWNLOAD Word (.docx) 5 Resignation Letter Word Format (Download) DOWNLOAD Word (.docx) 6 Job Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter DOWNLOAD Word (.docx) 9 Employee Resignation Letter DOWNLOAD Word (.docx) 8 Resignation Letter Format Word DOWNLOAD Word (.docx) 8 Resignation Letter Format Word DOWNLOAD Word (.docx) 8 Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter DOWNLOAD Word (.docx) 8 Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter DOWNLOAD Word (.docx) 8 Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Format Word DOWNLOAD Word (.docx) 9 Employee Resignation Letter Word (.docx) 10 Resignation Letter In English (Download) DOWNLOAD Word (.docx) 11 Resignation Letter To Manager DOWNLOAD Word (.docx) 12 Resignation Letter Format In Word (.docx) 13 Simple Resignation Letter To Manager DOWNLOAD Word (.docx) 13 Simple Resignation Letter Format In Word (.docx) 14 Resignation Letter To Manager DOWNLOAD Word (.docx) 13 Simple Resignation Letter Format In Word (.docx) 14 Resignation Letter Form 20 Resignation Letter Subject DOWNLOAD Word (.docx) Join Our Telegram Group Join Our WhatsApp Group [Today's Date] [Recipient's Name] [Company Na typically two weeks from the date of the letter, e.g., August 19, 2023]. I am grateful for the opportunities and experiences I have had here, and I wish [Company Name] continued success in the future. Thank you. Sincerely, [Your Name] DOWNLOAD IN WORD File Format: Word (.docx) Check All Templates Join Our Telegram Group Join Our WhatsApp Group HomeTemplatesResignation LettersSimple And Short Resignation LetterIncorporate our Free Simple and Short Resignation Letter to aid your writing. With our professional template's ready-made content, you can quickly write a concise letter about your job resignation. It also comes with highlighted placeholders to guide your draft. Download this letter sample for Apple Pages, Google Docs, or Microsoft Word. ACSIMPLE AND SHORT RESIGNATION] which will be effective on [DATE 1]. I hope for your kindest consideration on the matter. Please let me know if I could be of any assistance in the transition process. I would be glad to help you in any way I can. Thank you for giving me the wonderful opportunity to work for and with you. I wish the company all the success in the future. Regards, [YOUR SIGNATURE] YOUR NAME] No Attribution requiredInstant Download, 100% CustomisableLifetime commercial licenseCancel anytimeGet access to entire sitePremium supportAlready a member? Sign inMicrosoft Word, Google Docs, PDF, Apple Pages, OutlookUnlimited DownloadsFrom -/monthDownload Now How to resign from a job You've got a new job and you're really excited to join your new company - or maybe you're desperate to leave your old one. However you feel, handing in your notice letter is never an easy conversation to have, so the more prepared you are the better. Therefore the first step: hand in a notice letter and take it into the meeting with your manager "This will put you in the right frame of mind for the conversation and will give you a prop to use when you go into the meeting," explains Sophie Adelman, who manages recruitment platform Hired.co.uk. She says handing in notice should be short and to the point; thank the company for their support and wish everyone the best for the future. "The resignation letter should acknowledge what you have decided to do, your rationale for leaving, and what you have enjoyed about working for the organisation," suggests Sarah Hernon, consultant at Right Management. Handing in notice template. When discussing your leaving date, try to be as accommodating as possible and reach an agreement on timing that reflects both parties' needs, advises Victoria McLean, CityCV. Don't rush the conversation "Even though you may be desperate to get the conversation over and done with, remember that your resignation might come as a shock to your manager and it will throw up a number of complications for them," explains Adelman. She says to make sure you have dedicated time for the conversation - and try to avoid resigning on a Monday morning or just before a key meeting. "Be polite, respectful and avoid confrontation at all costs," says Hernon. If you are feeling nervous, be prepared by rehearsing what are you going to say in advance. "This will help you stick to the facts, remain calm, avoid waffle and stay in control of what you're saying," she adds. Be prepared for the question: why are you leaving? Inevitably you'll be asked the reason why you're leaving - but this isn't your cue to dish out home truths or launch into a negative appraisal of the company. Because, criticism, however constructive, is not a good idea, Clare Whitmell, founder of jobmarketsuccess.com says. "If you're leaving, emphasise what it is you're leaving, emphasise what it is you're leaving, or to develop new skills - or even to pursue a career change. "Never stoop to personal remarks, score settling, or to develop new skills - or even to pursue a career change." 'clearing the air', warns McClean. "Behaving with dignity and decorum will make you feel better about yourself and the process less stressful for all involved." Adelman suggests that a useful way to move the conversation on from why you are leaving is to start discussing the logistics of your handover. "Coming to the meeting with a clear plan for how you will hand over your existing activities is a really professional thing to do," she says. "Most managers will be grateful for your foresignt." Stay professional to the end Ultimately, it is important to make your boss's final impression of you a good one. And there are several reasons why this matters; the first is for professional pride. "Do the best job you can do under the circumstances, and don't slack just because you're leaving," advises Whitmell. The second is that it's a small world. Your previous boss or colleagues and colleagues may cross paths with you - or with current managers and colleagues - in the future; "don't make it more awkward than you have to," she says. "If you are staying in the same industry you will meet these people again and in a world of frequent mergers it could be sooner than you expect," adds McLean. In the spirit of professionalism, don't tell other people in the organisation that you're planning on leaving before you speak to your boss, advises Adelman. "Give your manager the courtesy of being the first to know of your decision so you can discuss together the most appropriate way and timing to announce your departure." Equally, avoid speaking negatively to colleagues about your manager or the organisation and refrain from demonstrating any other emotional reasons for leaving, Hernon adds. Finally, don't use your resignation as a bargaining tool to get a promotion or a pay rise. "You should only offer your resignation when you are sure you want to move onto pastures new," advises Adelman. You might be presented with a counter offer; a pay rise, a promotion or the new opportunities you had been asking for. Adelman says even though it would be tempting to accept, ask yourself the question why these were not offered to you before and if this really does change how you feel about the company. "If you have already accepted an offer is unprofessional and should only be done in very exceptional circumstances," she warns. Are you looking for your next career opportunity? Browse our jobs here A resignation letter is a short and formal letter that you write to your boss when you decide to leave your job. It is important because it tells your boss know when your last working day will be and allows the company to start finding someone to take your place. Here are a few reasons why you need to give a resignation letter to your employer: Clear Communication: It tells your boss clearly that you are leaving and when your last day will be. Professionalism: It shows that you are respectful and professionalism: It shows that you are leaving. Record Keeping: It provides a written record that you have given notice, which can be important for your future job references. Smooth Transition: It helps your employer make plans to replace you and makes the change smoother for everyone. Giving a resignation letter is a polite and responsible way to leave a job. It helps your employer, which can be helpful for your career in the future. These templates are designed to make your life easier. Download our MS Word resignation letter is ready to send. It's as easy as that!Keep it Short and Simple: Your letter should be brief and to the point. Avoid lengthy explanations.Be Clear and Direct: Clearly state that you are resigning and mention your last working day. Use a Polite Tone: Always use a respectful and polite tone throughout your letter. Express Gratitude: Thank your employer for the opportunities and experiences you had while working there. Offer Help with Transition: Offer to help with the transition, such as training your replacement or finishing up projects. Avoid Negative Comments: Do not include any negative comments about the company, your boss, or your coworkers. Be Honest but tactful. Proofread Your Letter: Check for spelling and grammar errors to ensure your letter is professional. Use a Professional Format: Follow a standard business letter format, with your contact information, the date, and your employer's contact information. Sign the Letter: If you are submitting a hard copy, sign the letter. For emails, a typed signature is sufficient. Keep a copy of your resignation letter for your records. Submit It Appropriately: Hand-deliver, mail, or email your resignation letter according to your company's policy or your personal preference. Crafting a resignation letter can be tricky, and it's easy to make mistakes. In this section, we've highlighted 10 common mistakes people make when writing their resignation letters. By avoiding these pitfalls, you can ensure your letter is professional, respectful, and effective in communicating your decision to leave your job.Being Too Emotional: Avoid letting emotions take over. Keep your letter professional and objective.Not Giving Enough Notice: Always give the required notice period as per your company policy or contract. Forgetting to Proofread: Spelling or grammar mistakes can make your letter look unprofessional. Proofread carefully.Being Negative: Avoid criticizing the company, your boss, or your coworkers in your letter.Not Being Clear: Make sure your letter.Not Being Clear: Make sure your letter.Not Being Clear: Make sure your letter clearly states that you will do after leaving.Not Offering to Help with Transition: Offering to assist with the transition shows professionalism and courtesy.Including Too Much Information: Keep your letter.Not Keeping a Copy: Always keep a copy of your resignation letter for your records. Transform your resume with our MS Word tutorial! Learn the skills and techniques to craft a polished and professional resume template effortlessly. Share — copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt — remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution — You must give appropriate credit, provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation. No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material.