

Writing A Resignation Letter

Your contact
details

It's important you
include the date you
are giving notice of
your resignation.

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Date

The name and
address of who
you are giving
notice to.

John Smith
Aitken Scott & Co
2 Bath Street
Aberdeen AB23 5XD

Simply state your resignation,
it is not necessary to explain
the reasons for your decision.

Dear John

Please accept this letter as notification of my resignation effective September 15.

I appreciate the opportunities I have been given at Aitken Scott & Co and your professional guidance and support. I wish you and the company success in the future. I have greatly enjoyed my time working here.

Keep the tone
positive and
professional.

I'd be grateful if you could confirm my leaving date, any accrued holidays and other benefit entitlements.

I hope to be of as much assistance as possible during this period of transition. Please let me know if there is anything specific I can do at this time.

Ensure you
understand your
end of employment
benefit position.

Yours sincerely

Remaining helpful will
ensure you leave a good
impression.



Amy Christie

Resignation Letter Do's and Don'ts

DO



- Resign in person to your line manager wherever possible.
- Remain professional at all times.
- Include the fact that you're resigning and the last day you will work, giving the correct notice as per your contract of employment.
- Thank the employer for the opportunities they have provided to you.
- Keep it simple and concise, there's no need to include an explanation of why you are leaving.
- Offer to help during the transition for e.g. training a successor or updating operating procedures. Your employer will appreciate this.
- Ensure you understand when you will be paid your final salary, the holidays you have accrued and your benefits position, such as your accumulated pension entitlement.
- Remove any personal information that you may have stored on company phones or computers.
- Return any company property such as phone, computer, keys.
- Once your resignation has been accepted by your employer send a farewell note to your colleagues. It's likely that many of the people you've worked with will have assisted you in your role and added to the enjoyment of working at the company, letting them know that you are moving on is courteous and a way of sharing your contact details for staying in touch in the future.
- Request a reference letter – you never know what the future might bring and it is good to receive a positive recommendation while your contribution is freshly remembered.

Don't



- **Rush into a resignation.** Make sure that you have accepted a written job offer for a new role that you really want before resigning.
- **Do not use your resignation letter to express any frustrations you had with your employer or the job.**
- **Similarly, your resignation letter is not the place to provide "constructive" criticism on your colleagues or line manager. Nor is your exit interview, which is an opportunity to share genuine ideas for improvement – remember leave with a good impression.**