

A Snapshot of Resignation Letters



<u>What is a Resignation Letter?</u> A letter you give to your employer when an <i>expected or unexpected circumstance</i> is causing you to leave your current job <i>Resignation → Resign → To leave or quit your job</i>	<u>3 Key Elements to include in your letter?</u> <ol style="list-style-type: none"> 1) The date you are resigning 2) The reason you are resigning 3) A grateful acknowledgement to your employer for allowing you the opportunity to work in your position 	<u>When and How to do it?</u> <ol style="list-style-type: none"> 1) Request a meeting with supervisor, then provide the letter at the end of meeting 2) Be POSITIVE, CALM, BRIEF <p>**The announcement meeting, letter, and how you function in the company from the time of your announcement to the time you leave will form a lasting impression.</p>
<u>What to Keep in Mind?</u> <ul style="list-style-type: none"> • Never leave on bad terms • Be certain about your reasons for leaving • Give enough notice to your supervisor • Offer to help your current employer find your replacement • You must work devotedly until the very last day • Before walking out make sure you have key contact information of supervisors and co-workers for your references/contact list..and be sure you thank them for their help and support • Keep your story straight! Rumor travels fast in a work place!!! 	<u>What to be Prepared For?</u> <ul style="list-style-type: none"> • Being escorted out of the building at once • Copy and remove your personal files and software from your computer. • Guilt from co-workers or your boss & GOSSIP • A counter-offer to entice you to stay (BEWARE) • An exit interview – be careful and professional (BEWARE) 	<u>Possible Reasons for Resigning?</u> <ol style="list-style-type: none"> 1) Work location is too far from home 2) Better opportunity came up 3) Salary and benefits were not satisfactory 4) Continuance of education 5) Maternity leave 6) Personal last minute resignation 7) You plainly don't like your job or boss 8) Change in career paths all together

September 13, 2009

Sample Resignation Letter

Ms. Jane Lumberstitcher
1234 Main Street
Lombard, IL 60148
630-620-1234

Dear Ms. Lumberstitcher:

Please accept this letter as my formal notice of resignation. My resignation will take effect two weeks from now, on September 31, 2009.

While I have been very satisfied at ABC Company, I have decided to make this move to advance my career. I have enjoyed working with you and greatly appreciate the opportunities you have given me to grow on both a personal and professional level.

I will do my best to complete my current projects prior to September 31, 2009. Please let me know if you need my help in any other way. I wish you and ABC Company continued success in the future.

Sincerely,

John Smith ← sign your name here in ink

John Smith

Always Remember:

- Give at least a 2 week notice!!!
- Last impressions are just as important as first impressions!!!
- Your future employers may check references from your former employers dating back to ten years, so don't burn bridges behind you!!!



ARTICLE 1

What You Need to Know Before You Quit

By Roberta Chinsky Matuson, Monster Contributing Writer



Have you ever said the words "I quit" and wished you could take them back? Before blurting them out again, carefully think through your job situation and how these words might affect your future. Consider these factors and suggestions.

Financial Risks and Timing

Quitting at the wrong time can directly affect your wallet. For instance, if you resign from your position during the holiday season, think about the lost money, advises Delores Hamilton, director of human resources for the city of Newton, Massachusetts. "Most employers give as much paid time off over the holidays as possible, and therefore, there are usually ample opportunities for overtime."

Hamilton reminds employees that it's always easier to find a job when you have a job. "It's much more difficult to find a job when you are unemployed, because there will be many questions around the reasons for unemployment," she says.

Moreover, consider unemployment benefits: Your eligibility for unemployment insurance may be at risk if you voluntarily quit your job.

Job Stability Counts

You should also mind your track record. Scott Rothwell, general manager for Doubletree Guest Suites Hotel in Waltham, Massachusetts, believes it is important to look at your personal marketability before quitting your present job. "The first thing I look at on a resume or job application is job stability," says Rothwell. "Job jumpers are rarely good candidates for consideration."

Negotiation Power

Being employed is an advantage when it comes to salary negotiations. Prospective employers know that it's unlikely an employed person will leave one job to take another job that pays less. If you are unemployed, you lose your edge in hourly pay negotiations.

Can This Relationship Be Saved?

If you're reconsidering your job termination after taking the above factors into account, think of ways to resolve the issues at hand. "Employees and supervisors have a tendency to hope that if they ignore a problem, it will go away," says Hamilton. "It is important to attempt to resolve problems as soon as you are aware there is a problem. Keeping communication open is key. Once the problem becomes personal, it becomes much more difficult to resolve and may require an objective third party [such as your HR rep] to work things out."

If you are unable to resolve your differences, discuss the problem with someone who is responsible for the overall organization and not just your division, recommends Lisa Peterson, commissioner of public works for the city of Cambridge, Massachusetts. If it's purely a matter of a personality conflict, you might be able to transfer to a different part of the organization.

It may be time to move on if you cannot work through an uncomfortable situation. Be sure to follow the proper protocol so you don't have to crouch behind a display the next time you see your ex-boss at the supermarket.

Give Ample Notice

You've probably spent many hours conjuring up ways to tell your boss you are leaving him high and dry. You've planned out the exact details. You'll put your notice in a fortune cookie and have it delivered to your boss while sunning yourself in Jamaica.

That's the fantasy. Now here's the reality. Leaving someone high and dry is not very proper or professional, notes Ed Beatrice, CEO of Stoneham, Massachusetts-based Executive Auto Glass. "Two weeks' notice is common professional courtesy -- it's an unwritten rule," he says. "Don't burn bridges. You might want to come back."

Beatrice remembers having a seven-year employee who gave one week's notice and left in the middle of the day with work incomplete. Beatrice says he would be hard-pressed to give this person a solid reference and warns people to remember that word gets around.

Write It

All resignations should be put in writing. Briefly explain your reason for leaving and state the last day you will be working. Thank your boss for his support during your employment, even if he was lacking a bit in this area, and wish the company well.

ARTICLE 2

Thinking About a Job Change

Read This Before You Take the Plunge

By Megan Malugani, Monster Contributing Writer



You're tempted. Who wouldn't be? A prospective employer is wooing you with a higher hourly wage or annual salary, or maybe even a sign-on bonus. You daydream about making a down payment on that new car, taking a much-needed vacation or putting a dent in your credit card debt.

But proceed with caution. Money shouldn't be the only factor in an employment decision, say human resources consultants. Although you'd be taking home a bigger paycheck, you could be miserable in the new working environment. And accepting a job that offers more cash but less generous employee benefits -- like health and retirement plans -- could be a mistake. In fact, benefits typically represent about 25 percent to 30 percent of an employee's salary, experts say.

"It's always good to do your homework," says John Barbadian, a senior consultant at William M. Mercer Inc., a nationwide human resources consulting firm. "Always ask a lot of questions and make a comparison checklist."

Before you take the plunge, here are a few of the many issues experts say you should examine first:

Work Environment

- Have you walked around the workplace? How do people interact? What is the professional atmosphere? Will you fit in?
- Will you be able to communicate openly with various levels of management? Is the environment collaborative?
- Are you going to be challenged at the new workplace? Will you be able to advance? Will you have the opportunity to earn more if you attain a higher degree or certification?
- Have you researched the company? Has the organization recently merged with another, or is it considering a merger? Such an action could affect your job security.

Benefits

- Does the employer offer a range of health plans? How does the coverage level and access to healthcare compare? Will you have to pay more in premiums, copayments or deductibles for your family?
- How does the retirement plan stack up? How much does the employer contribute or match? Is the plan portable?
- Does the employer offer other benefits that may be important to you? Some examples of additional benefits are: dental insurance, a vision plan, life insurance, tuition reimbursement, continuing-education reimbursement, on-site continuing education, disability insurance, maternity leave, flexible working hours, on-site child care or reimbursement for child care, and job sharing.

Time Off

- How many vacation, sick and personal days will you receive annually? How many paid holidays? How quickly will you accrue more vacation time?
- Are all your days lumped together into one pool of paid time off? Is that system appealing to you?
- What is the employer's policy on leaves for the birth or adoption of a child or the illness of a close family member? Does the employer offer more than the 12 weeks of unpaid leave mandated under the Family and Medical Leave Act? Can you take additional time off if the need arises?

Your Lifestyle

- Will your new commute be more time-consuming or expensive than your old one?
- How will the new job fit into your lifestyle? Will the job interfere with more important commitments or priorities in your life?
- Does the new job put you closer to achieving your long-term goals?

ARTICLE 3

Leave on a Positive Note

How to Write a Letter of Resignation

By Kim Isaacs, Monster Resume Expert



Whether you're on your way to a great new position or unhappily leaving your employer for personal or career-related reasons, you need to write a resignation letter.

The main goal of your letter is to inform your employer about the details of your resignation, but the underlying benefit is a chance for you to strengthen your relationship with your supervisor/colleagues and leave on a positive note. Approach the letter as if you're writing a thank-you note, and you'll be on the right track. The following tips will help:

The Introduction

Your letter's introduction should indicate that you are resigning and should provide your last day of employment. For example: "Please accept this letter as notice of my resignation from my position as [job title]. My last day of employment will be [date] ."

The Body

The body of your letter should mention your reason for leaving and show your gratitude for the experience the job has given you. Here are a few ways to state that you are leaving, based on your situation:

- **Found a New Job:** "I have accepted a position as [job title] in [location], which will give me the supervisory responsibilities I have been eager to assume."
- **Starting School:** "I regret having to leave [employer name], but I am strongly committed to earning my [degree type] and have been accepted to [school name] for the fall term."
- **Medical Reasons:** "I regret having to leave, but I am currently experiencing medical issues that prevent me from continuing in this position."
- **Partner Relocation:** "My wife/husband has been offered an excellent job opportunity in [location], and we have decided to move there so that she/he can accept it."
- **Relocation Refusal:** "The company's restructure has left many of my colleagues looking for new positions, so I am grateful for your offer of reassignment to the office. However, my family and I have decided that relocation is not feasible for us right now."
- **Bad Experience:** "My decision to leave is based on both personal and professional reasons, but please understand that I have thoroughly enjoyed my association with [company name]. I have learned a great deal from you, and I look forward to applying this knowledge in my next position."

You may also mention that you appreciate the opportunity to work with your supervisor and other team members. If you name-drop, be careful not to exclude anyone. Remember that your letter may make the office rounds. If appropriate, state your willingness to help with the transition; for example, you might offer to train your replacement.

The Closing

End your letter with an expression of kind wishes and interest in keeping in touch. For example: "I hope that we can continue our professional relationship and that we meet again in the future. Best wishes to you and to the rest of the staff."