

### **The Resignation Meeting (Resigning Orally)**

- Work out what you're going to say and then stick to it. The boss will try and probe you for more information – details that you may not want to give at this stage. Don't be obstructive but simply make it clear that you are submitting an oral resignation.
- Emphasise the positives: you never know when your career will mean that you cross paths with your former employers so don't dwell on the negative aspects of your time at the firm.
- Expect a reaction: unless your boss is expecting you to leave, your decision may come as a surprise. In some circumstances the boss may get confrontational in which case, stick to your prepared comments.
- Always leave the meeting on a good note and be as co-operative as possible. Stress that you will undertake the handover of any uncompleted work to the best of your ability. People remember both the first and last impression you make on them.

### **The Written Resignation**

- A written letter of resignation always gives you more time to prepare what you want to say and gives you greater control of your message. Use this opportunity constructively.
- In its simplest form, a resignation letter should only include the following information: name, date, notice of termination of employment, when this is effective from and finally, your signature. We have provided a resignation letter template to help you.
- If you're leaving in good circumstances and feel that you want to say a little bit more, again, emphasise the positive – perhaps thank the boss for the opportunities he / she gave you - you never know when you may need your ex-employer to vouch for you or to give you a reference.
- If however, you're leaving in strained or bad circumstances, resist the temptation to bad-mouth and let off steam.

**Please find some examples of Resignation Templates which you may find useful.**

**No Written Contract resignation letter**

Dear **<the recipient's name goes here>**

I am writing to confirm that I am resigning from my position as **<your job title goes here>**

Although there is no written contract of employment between us, I accept that we have a verbal agreement and that my notice period stands at **<your notice period goes here>** weeks. Please be assured that I will do all I can to assist with the smooth transfer of my responsibilities before leaving.

I wish both you and **<the name of your current employer goes here>** every good fortune and I would like to thank you for having me as part of your team.

Yours sincerely

**Request Shorter Notice Period resignation letter**

Dear **<the recipient's name goes here>**

I write to confirm that I am resigning from my position as **<your job title goes here>**

I have decided that it is time to move on and I have accepted a position elsewhere.

My contract of employment requires me to work here for a further **<your notice period goes here>** weeks from this notice. However, I wish to request that I leave on **<the date you want to leave goes here>**. Please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

I wish both you and **<the name of your current employer goes here>** every good fortune and I would like to thank you for having me as part of your team.

Yours sincerely,

### **Waiver of Notice Period resignation letter**

Dear **<the recipient's name goes here>**

As required by my contract of employment, I hereby give you **<your notice period goes here>** weeks' notice of my intention to leave my position as **<your job title goes here>**. I have decided that it is time to move on and I have accepted a position elsewhere.

I understand that my notice period is **<your notice period goes here>** weeks but I would like to join my new employer at the earliest date possible. Therefore, I would like to request that you waive this notice period and relieve me of my duties as soon as possible. Please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

I wish both you and **<the name of your current employer goes here>** every good fortune and I would like to thank you for having me as part of your team.

Yours sincerely,

### **Straight to the Point resignation letter**

Dear **<the recipient's name goes here>**

As required by my contract or employment, I hereby give you **<your notice period goes here>** weeks' notice of my intention to leave my position as **<your job title goes here>**.

I wish both you and **<the name of your current employer goes here>** every good fortune and I would like to thank you for having me as part of your team.

Yours sincerely,