

Thinking of starting anew? Here's how to write a resignation letter (with tips, examples and templates)

Getting a fresh start is sometimes necessary to jumpstart your career growth and escape the soul-crushing monotonous routines at your old job.

Now you might be tempted to drop everything and let the bridges burn. *Bad idea!*

Instead, we advise you to notify your employer about your eventual departure. Following professional etiquette ensures that you will always be in the company of supportive professionals and have a flourishing career in the long run.

In this article, we will cover all there is to know about resignation letters—with several templates to get you started.

What is a resignation letter?

A resignation letter is a formal document that expresses your intention to withdraw from your role at a company.

These letters come in various formats and structures—depending on the company's guidelines, the mediums and the circumstances that call for one.

However, we have outlined five tips to help you create a good resignation letter:

1. Cover all the basics

This letter would go directly into your employment file, so collect all the necessary details before writing. Such information includes **the letter's submission date, the name of the intended recipient** (either your supervisor or the HR manager), **your current position** alongside **the company name** and **the notice period** with **the final date of employment**.

Example:

October 10, 2021

Dear Sharon,

I am emailing to inform you of my resignation from my position as a **Project Manager** at **Lehner-Wolfe Energies Ltd**. My last day of work will be on **October 24**—exactly **two weeks from today**.

Preparing these ahead of time makes for an easier writing process and ensures that the notice period you've given satisfies the company's requirements. While two weeks is the standard for most companies, we strongly recommend consulting your employment contract.

2. Always remain gracious

Not everyone leaves their old job on a positive note. You might even have piled on several qualms about your own company's management that perhaps drive you into quitting.

Nonetheless, as tempting as it is to turn your resignation letter into a strongly-worded rant—critical of all the shortcomings present at your company, it is unwise to put your grievances into writing.

Maintain decorum and professionalism in your letter by keeping everything short and straightforward. Remember, you cannot take back the things you've written, so only state the necessary information.

3. Highlight the positive experiences

Reserve a few lines in your letter to thank your former employer for giving you the chance to gain new skills and valuable knowledge in your role. This simple acknowledgement lets you leave the company with a positive final impression.

Example:

I am incredibly grateful for the opportunity and mentorship that the company has provided to help me acquire the necessary skills and knowledge to pursue my career goals. It has been an immense pleasure working with the company and all my supportive colleagues.

*Best wishes and thank you,
Henry Lim*

4. Succession plan

No one knows about your role better than you do. So be prepared to relinquish all the company's proprietary tools, trade secrets and other critical information to the concerned parties before handing in your resignation.

Highlight in your letter that you are willing to assist the company during your transitional period. This includes delegating tasks and providing the necessary training to your replacement, among other things.

Some companies might gracefully decline your offer. Yet, this gesture will put you in a more favourable light, especially when you require a strong reference.

Example:

To ensure business continuity upon my departure, I would assist the company in providing the necessary onboarding training for my replacement and delegating my tasks to the other team members upon your approval.

Should you request any other assistance during my transition, please let me know.

5. Stay in touch

Bidding farewell to a company doesn't mean that your professional ties with your former boss and colleagues also have to end. Communicate your intention to remain in touch by including your contact information near the end of the letter.

Now that you know what to include in your resignation letter, the next important step is to deal with the logistical requirements of your transition.

Things to do before submitting a resignation letter

An honest discussion with the manager

Dropping the bombshell might not be the most comforting prospect to ponder over. However, now it's not the time to be indecisive.

Get the ball rolling by having a frank conversation with your direct supervisor about your resignation, either via email or in person.

From then on, you can contact your company's HR department to assist you with the resignation procedures in place.

Other logistics to consider

Discuss your options with the HR department on employee benefits and salary entitled to you.

Since they vary dramatically, carefully read your employment contract, the company's HR policies and most importantly, the local labour laws.

Provisions on work hours, overtime and rest days under Singapore's [Employment Act](#), for example, exclude those in a managerial and executive capacity.

Accordingly, confer with your employer regarding the future status of the following:

- a. Health insurance coverage—especially if you are under [a work visa](#)
- b. Social security savings under the [CPF \(Central Provident Fund\)](#)
- c. Compensation from unused sick and vacation pay

Caveat – Box paragraph

Be warned that certain companies implement policies that allow a deduction from outstanding wages if the workers fail to give a sufficient notice period. To avoid being blindsided, always refer to your employment contract before jotting down the appropriate date for your notice.

Why is a resignation letter important?

Due Diligence

A resignation letter goes a step beyond mere formality. It allows you to pen your resolve in fulfilling your final obligations to the company and how you would ensure that your exit plan does not cause any necessary disruption to the business.

“But why does that matter?” you probably wonder.

Well, this also works in your favour too!

The letter preemptively eliminates any discrepancies down the road as it aligns your employer's expectations with the remaining duties you must complete throughout your notice period.

In essence, the letter serves as proof of your due diligence and professional integrity throughout your term of employment.

Maintain good rapport with former employers

Nobody likes someone who suddenly quits during a big project, let alone leaving without a word.

So, if you wish to remain on good terms with everyone at work, give them a heads-up with your formal notice. This way, they can adjust the sudden workflow change on account of your absence.

In return, your former boss and colleagues might be more than happy to lend a future hand in case you need experts for collaborative projects or credible references to vouch for your professional competence.

Life can get unpredictable sometimes—so the more career allies you have, the better!

Resignation letter templates

Now that you've got all the bases covered, you can comfortably start writing your letter.

Check out a few of our templates below for inspiration:

A standard resignation letter

Below is typically what a standard resignation letter looks like; it is short and straightforward. Words to remember, however, if you intend to hand in your letter in person, it is best to use the [standard business letter format](#).

[Date of submission]

Dear [HR manager],

Please accept this letter as a formal notice of my resignation from [your position] at [the company name]. Accordingly, [your last day of work] will be my final day at the office—effective [your company's notice period] from today.

I would like to express my utmost gratitude to everyone at the company for all of the support and valuable experiences they have given me.

Working with you and the team has been a tremendous pleasure, and I would like to extend the same courtesy by helping the company in any capacity during my transition.

Thank you for the opportunity.

Sincerely,

[Your name]

A resignation letter with immediate effect

Sometimes things happen beyond our control. This letter is ideal for those who cannot continue to work due to personal reasons, such as a sudden change in living situations, health issues and hostile work environments, to name a few.

Dear [HR manager]

I am tendering this letter as my official notice of immediate resignation from [the company name], as of [your date of departure] due to [cite your reason]. I sincerely apologize for the abrupt announcement, but in light of the aforementioned circumstances, I would hope you can understand my difficult decision.

I also want to take this opportunity to thank you and everyone in the team for the tremendous support and guidance throughout my time here. It has been a great privilege working for the company, and I wish you all the best in your endeavours.

Please let me know if there's anything I can do to assist the company with my departure. Should you wish to contact me in the future, you can reach out to me personally at [your personal email address].

Thank you for your time and understanding,

Best regards,

[Your name]

A resignation letter for a new offer

Dear [Supervisor]

I am writing to officially notify you of my resignation from my position as a [job title] at [the company name]. I have recently been offered a new opportunity that better aligns with my current goals, which brings me to make this difficult decision. Please accept this as my [state the notice period length]'s notice, effective [your last date of employment].

I would like to show my appreciation for the incredible opportunity given to hone my skills and gain valuable experience. Throughout my time at the company, you have been a terrific and understanding mentor whom I have grown to admire. Unfortunately, my path beckons me elsewhere.

Please let me know if there's anything you need to make this transition easier. If you have any further questions, you can contact me at (your personal email address).

Wish you all the best.

Regards,

[Your name]

You can use the templates above as a guideline to help put your thoughts into writing. Feel free to make a few changes of your own to fit the situational context. Please note, however, that writing a resignation letter isn't necessarily the end game.

Certain companies, for example, might arrange an [exit interview](#) for their former employees. Meanwhile, others might mandate you to undergo lengthy [due diligence](#) and [debriefing](#) to protect sensitive information.

But ultimately, these minor discomforts are worth the new opportunity that awaits you.

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