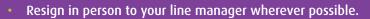


## Writing A Resignation Letter

Your contact details **Amy Christie** 38 Albyn Place It's important you Aberdeen AB10 1YN include the date you M 07712 345 678 are giving notice of E achristie@tmmrecruitment.com your resignation. Date John Smith Aitken Scott & Co. Simply state your resignation, 2 Bath Street it is not necessary to explain Aberdeen AB23 5XD The name and the reasons for your decision. address of who you are giving Dear John notice to. 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 Keep the tone professional guidance and support. I wish you and the company success in the positive and future. I have greatly enjoyed my time working here. 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 Ensure you of transition. Please let me know if there is anything specific I can understand your end of employment do at this time. benefit position. Yours sincerely Remaining helpful will ensure you leave a good impression. **Amy Christie** 

## Resignation Letter Do's and Don'ts





- 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.

## Bon<sup>1</sup>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.

