



# How to Resign From your Company

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**Handing your notice in for your current job is never an easy task. Sometimes your manager is expecting the news, other times, it is totally unexpected, and consequently can be difficult.**

You're ready to move on from your current position and already have an exciting job opportunity lined up. The only obstacle left to overcome is that dreaded letter notifying your manager of your resignation.

Writing a resignation letter is never easy, and for many, knowing what to write might be hard. Timing, environment and delivery of your resignation are all important to ensure a professional exit from your current company.

## How to write your letter

A letter of resignation should be a formally typed letter rather than an email, and ideally should be handed to your manager in person.

Your letter should be brief and to the point, avoid highlighting issues with the company and focus on what needs to be said. Simply detail your notice period and date and conclude with thanking your manager and team for the opportunity.

## Resignation letter example:

Dear [ MANAGERS NAME ],

Please accept this letter of resignation from the position of [JOB TITLE] at [COMPANY NAME].

As per the terms of my employment contract, I will continue to work for the company for the next [NOTICE PERIOD LENGTH], completing my employment on [ LAST DAY].

I have enjoyed my time here at [COMPANY NAME] and am thankful for the opportunities you have given me and experiences I have gained working in this team.

I wish you the best in the future.

Yours sincerely,

[FULL NAME]

## When and where to give your resignation

It is important to find the right time for handing your notice in. This helps avoid awkwardness and ensures professionalism.

Ask your manager for a private meeting, and find the appropriate location, whether this is their private office or a meeting room. When the time comes for the meeting, simply hand the letter or resignation over and professionally alert them you are resigning.

Avoid anywhere public for this discussion, your manager will alert the team and your colleagues as and when they see fit.

## How to deal with handing your notice in

It is important to remain professional during every step of your resignation, as this not only impacts your manager and yourself, but your team and/or colleagues also.

Ensure your manager is the first to know about your resignation. This allows them to not only break the news on their own terms, but to plan appropriately for your absence after you leave.

## Leave a good last impression

Always leave a company on good terms with a good last impression. You never know when you might cross paths again or if you might need a good reference later down the line.

During your notice period, be sure to provide a detailed and well thought-out handover to pass on to either your replacement or colleagues. Tie up any loose ends of jobs that need to be completed before you leave and alert all external clients and customers you have been dealing with during your time at the company.

Avoid getting sloppy, on your last few days at work - although it may be tempting! Try to keep a level of professionalism and be there to assist anyone who may have questions about your handover.

