Resigning from a job is difficult, even if you dislike your job. Although it isn’t easy, resigning in an appropriate manner can help promote a healthy departure. You never want to leave a job on the wrong footing. These are your colleagues, and you will likely interact with them again in some way. The first step to a healthy resignation is first assessing why you are resigning. Develop a pros and cons for both leaving as well as staying, and consider reviewing this with a mentor or career coach.

Ask yourself the following questions:

- Is this a spur of the moment decision or is this something you have been considering for a while?
- Can you consult with a manager or supervisor on the things that are leading you to resigning?
- Do you already have an alternative plan?
- Did you commit to working during a certain time frame or did you sign a contract that would penalize you for leaving before the end of the term?

If you decide to continue with your resignation after evaluating your situation, the next step would be to write a resignation letter. In this letter, address, in writing for your records, that you intend to resign, list the last day that you intend to work, and express appreciation for your time with the organization. When determining your last day of work, ensure that the date is at least two weeks after the time the employer receives your resignation letter, as it is standard to provide at least this much notice unless otherwise noted by your employer/manager/supervisor.

It is essential to schedule an in-person meeting to notify your supervisor that you are resigning. During this meeting, positively inform your supervisor of your decision by expressing appreciation for this opportunity. Be prepared to provide a reason why you are leaving. If you disliked your position or the organization, avoid discussing what you were unhappy with and instead focus on opportunities ahead that will promote your professional growth. It is best to approach this conversation in a way that allows you to maintain relationships with your company, as these connections may serve as future references or they may be contacted throughout future application processes. Offer to assist with any needed processes as you transition out of the office. At the end of this meeting, provide your supervisor with your resignation letter. Speaking in person with your supervisor demonstrates respect and allows you both to have clean, uninterrupted communication. Following the conversation with your resignation letter ensures that the details of your resignation are in writing and confirms your end date.

As you complete your final two weeks, continue to work with dignity. Although it may be tempting to lose motivation, continue to do your job well and wrap up any loose ends with projects, assignments, or communications. Gather any materials or personal files that you need moving forward, and prepare to return any company equipment, such as laptop, keys, clothing, etc.

You will likely be required to participate in an exit interview in which you will meet with a customer representative, typically from Human Resources, to discuss why you are leaving and how your experience was with the company. In this interview, provide information about what you enjoyed about the company, as well as constructive feedback. Remain professional and do not complain or vent during this time, even if it seems tempting to do so. Rather, presenting your insight in a constructive way could help improve working conditions for current and future employees.
RESIGNATION LETTER OUTLINE

Date

Dear _______________,

Politely notify the employer that you are resigning. Write out the date that this would take effect. Typically this should be two weeks out from the day you meet with your supervisor and tell them in person about your resignation.

Express your appreciation for the opportunity and the things that you learned in the position. Even if you did not enjoy the position, or the company/organization, address the aspects that you did appreciate – there is always one or two.

Offer your assistance with the transition as they seek to fill your position.

Sincerely,

_______________

RESIGNATION LETTER SAMPLE

February 5, 2022

Dear Mr. Simmons,

It is with great sadness that I am writing to inform you of my resignation from the Marketing Coordinator position. My final day with Serenity Communication Inc. will be on Friday, February 26th, 2022.

I would like to express my gratitude and appreciation for this opportunity. I was truly able to obtain an immense amount of experience and skills that I will forever be grateful for. Your leadership style has truly impacted my outlook on this industry, and I hope to be half the leader that you are one day. The work we did as a company has truly sparked my interest to advance in this field, and I am grateful you provided me with the experience and resources to do so.

I would be happy to assist in the hiring and selection process to fill this position, should you choose to include me. I look forward to remaining in contact with you, and potentially partnering with your company through my future endeavors. Thank you again for providing me with this opportunity to succeed.

Sincerely,

Clyde Cougar