

# RESIGNATION LETTER

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Patrick Marlin  
2947 Gamlin Drive  
Indianapolis, IN 52788

January 05, 2018

ABC, Inc.  
1274 Quarry Road  
Indianapolis, IN 69147

Dear Ulysses Patterson,

Please accept this letter as formal notice of resignation from my position as product manager at ABC, Inc., effective January 26, 2018.

I appreciate the opportunities for growth and development you have provided during my tenure at ABC, Inc., and thank you for your guidance and support.

Please let me know how I can be of help during the transition period. I wish you and the company all the best.

Sincerely,

Patrick Marlin

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## GENERAL INSTRUCTIONS

### WHAT IS A RESIGNATION LETTER?

Whether you are departing a company on good terms or can't run fast enough out the door, it may be wise to write a resignation letter. This type of letter formalizes your intention to leave the company and the reasons for your departure. Following these writing tips will smooth out the process of leaving.

### WHY SHOULD YOU WRITE A RESIGNATION LETTER?

A resignation letter is an efficient way to send the same document to numerous departments keeping all relevant parties well-informed of your departure.

If the letter is polite and straightforward, your manager will be impressed with the gesture and quite thankful for this information. So long as it is constructive, the letter may even bring intangible benefits to your career down the road, such as potential letters of recommendation, positive appraisals via word of mouth, and may even help you return to the company.

### WHEN SHOULD YOU WRITE A RESIGNATION LETTER?

If you are certain you will be leaving your company, let them know at most two months and at least two weeks before.

### HOW SHOULD YOU SUBMIT YOUR RESIGNATION LETTER?

You can have a private meeting with your manager where you share your plans, followed by a formal letter to make it official. In the end, do what you feel comfortable with.

## HOW TO WRITE A RESIGNATION LETTER?

We recommend that you write a civil, succinct letter that contains the following:

1. Letter date - Include the date when you submit the letter in the top left line above the address.
2. Address - The address should follow a formal business letter template. Use the company name on the first line, followed by the street address, city and zip code.
3. Addressee - The addressee is usually your manager – you can use their first name. If the situation calls for it, you can address a larger audience such as unit, team, department, or the whole company.
4. Resignation declaration - You must make it clear that you are resigning from the first sentence.
5. Date of departure - A clear departure date is necessary as it lets your manager strategize the path forward.
6. Reasons for leaving (optional, but recommended) - In this section, employ your diplomatic chops and provide a reason for your departure. Acceptable reasons can range from general health concerns, spending more time with family, relocation, career change, and much more.
7. Thank you section - Make sure to end the letter by thanking your manager and if you feel grateful, acknowledge the opportunity they gave you.
8. Signature - If you submit a hard copy of the letter, sign above your typed name. A typed name suffices as an online resignation letter.

A resignation letter is a functional letter that can be used in many exit situations. Usually, the letter signifies that your time in the position will come to a close in the coming days. Be prepared for all situations and tailor your letter to match the situation.