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Your Guide To Giving Notice: With Resignation Letter Examples

Accepting a job offer is one of the most rewarding feelings in the world! There are just a few important items to remember when telling your current employer. We've outlined several best practices along with example resignation letters below to provide a head start.

Prepare ahead of time

Go through your email, computer, and get all of your belongings together before sharing the good news. If you are considered an "at-will employee" there's a chance you'll be asked to leave immediately - especially if you're going to a competitor.

Also, keep your contract or employee handbook nearby just in case you need to reference anything. Make sure you're aware of any non-compete clauses and other details that could potentially make your departure sticky. Don't voluntarily bring these types of topics to anyone's attention. Simply be aware of them.

Tell your manager first

While some of your coworkers may have known you were interviewing, it's critical that your manager hears the news directly from you. Out of respect, tell your manager about your new job first - before you tell anyone else.

It's also best to have this conversation in person, even if it's the more uncomfortable method of communication. If you work in an entirely remote environment, share the news via video conference. The more personal and sincere you can be, the better.

Be short, concise, and to the point

In stressful situations like these, people tend to ramble and say more than they want to. Be direct and let your manager know the decision is final - but remain positive. Try the sandwich method to stay on track:

- Start with a genuine compliment about how this job has allowed you to grow both personally and professionally.
- Share the news about how a new opportunity has presented itself and you've accepted the position.



- Finish by stating when your last day will be and assuring them you will tie up loose ends before you go.

After you officially submit your notice, you should tell your mentors and close coworkers personally. Have your story straight (and make it a positive one) so that everyone in the office hears the same thing. It's important to leave on a high note.

Write a solid resignation letter

A resignation letter may be required at your company. If so, your HR representative will notify you and request it. The key to writing a good resignation letter is to keep it professional and brief.

Here are a few sample templates you can use to get started:

Example 1:

Dear [your boss' name],

I am writing to inform you that I will be leaving my role as [job title] on [date].

I want to thank you for the opportunity to work for such an incredible company. I have learned so much during my time as [job title]. I will surely take everything you have taught me and apply it throughout my career.

I intend to wrap up my responsibilities and do my part in training other team members during the remainder of my time here. Please let me know if there's anything else I can do to make this transition as seamless as possible.

*I wish you all the best,
[your name]*

Example 2:

Dear [your boss' name],

Please accept this letter of resignation from my position as [job title]. My last day will be [date].

The past [#] years at this company have been nothing short of rewarding. I have grown both personally and professionally, and intend to use everything I have learned to continue to thrive in my career. Thank you for the opportunity to work alongside such a talented team. I wish you all nothing but the best.

I plan to complete all of my assigned tasks prior to my departure, but please let me know if there is anything else I can do during this transition.

*Always rooting for [company name],
[your name]*

You are never alone! We will be checking in with you on a regular basis. However, please always feel free to reach out if you have feedback to share, questions to ask, or just need to talk through a challenge.

We're here for you every step of the way!