

Resignation Letter: 6 Tips on How to Write a Masterpiece

So, you've decided it's time to move on with your career and leave your current employer behind. Perhaps, you've even had an informal conversation about this with your manager or the HR department. Of course, the next step is writing a resignation letter, and it's not as easy as some might think. But if you follow these six pro tips, you have a chance to write a true masterpiece.

What's a Resignation Letter?

Resignation is an inevitable part of anyone's career. Reasons why employees decide to leave a company vary. Some are more "it's not you, it's me" (say, when your dream employer offered you a position or you decided to start your own company). Others are less pleasant and may require a bit of confrontation. Whatever it is, you need to know how to resign properly.

A good resignation letter is an art that might take you some time to master. Career advice experts from [resume service](#) agree that writing a resignation letter may be even more tricky than a CV or cover letter, especially if the person resigning doesn't want to burn bridges. You have only one chance to leave a positive last impression, which can be critical for your future career.

#1 Get to the Point Immediately

Once you've greeted the person reading your resignation letter, don't delay the inevitable. Instead, get straight to the point. If the first part of a resignation letter is all about how awesome the company is and how much you appreciate

it, it'll confuse your boss or manager. Of course, a resignation letter has a place for gratitude, but it's not in the beginning.

The first paragraph should clearly state the employee's intention to leave the company. There are a few standard ways to word it: *Please accept this email as a notification of my resignation.* You don't need to copy them word for word, but don't get all creative, either. Everyone appreciates polite yet straightforward written communication.

#2 Give Your Reasons

Resignation is not unlike a breakup in that you should try to be honest about your reasons. But, if you can, avoid being too open if there's some serious conflict. The rule of thumb is to explain why you're leaving when it's really an "it's not you, it's me" situation, yet abstain from giving your reasoning in "it's actually you" cases.

So if you've received a once-in-a-lifetime offer from the company you've always dreamed of working at, you can say that. And it's safe to share that you've also decided to switch careers or industries. But if the problem is an authoritarian boss (the one you're writing your resignation letter to), it's more than okay to skip the explanation altogether.

#3 Add a Warm Thank You

No matter your reasons for leaving, unless you want to burn bridges, you need to add a thank you paragraph. Even if there's some conflict behind your resignation, burning bridges is a bad idea in most cases, especially if you plan to stay in the same industry. Think ahead. Here are a few good examples of how to express gratitude to your soon-to-be-ex employer:

- *I appreciate the unique chance to learn and grow as a*

professional I've had at [Name of the company]

- *I have genuinely enjoyed my time at [Name of the company] and will always have warm memories of my time here*
- *I am grateful for the opportunities my position at [Name of the company] has opened for me*
- *I want to thank [Name of the company] and you personally for everything you've done for my professional growth.*

If you have anything specific to be grateful for, state it (for example, a fantastic project you've had a chance to lead). But if you don't, it's okay to be vague when thanking your boss in a resignation letter. Chances are, if you haven't enjoyed your time with the company, your boss is aware of this and doesn't expect an explanation for your decision to leave.

#4 Offer Your Help With Finding and Training a Replacement

According to the resignation letter etiquette, a polite thing to do is offer your help with finding a new person for your position and easing their transition into the new role. This is particularly relevant for employees who resign from a leadership position and have an entire team or department depending on them.

But be cautious with this one—don't overpromise. If you don't have time or opportunity to deliver, it's best not to offer in the first place. Employees who can't afford to spend time and effort training a replacement are better off just saying that they'll be happy to provide *advice* and *recommendations*.

#5 Be Concise

Regarding formal resignation letters, size matters; even if you hate your boss and want only the worst for them, you

shouldn't break the rules of business etiquette. Among other things, this implies the length of your resignation letter. It should be one page long. So if yours ends up being longer, go the Hemingway way and cut the fluff. The person reading your letter will appreciate your respect for their time.

#6 Get Ready for a “Please Stay” Conversation

Finally, employees who are leaving because of new exciting opportunities elsewhere and not because of some conflict should be ready that the employer will try to make them stay. They might offer you higher pay, more flexibility, a better employee benefits package, big and interesting projects, and whatnot. Unless you don't mind staying, have your responses ready.

An afterword

All good resignation letters follow the rule of the three Cc: clear, cordial, and concise. Get straight to the point, add a thank you to your employer, explain your reasons if appropriate (they're optional), and offer help getting your replacement ready if possible. If you do everything right, you'll manage to save a good relationship with your boss, which might come in handy one day. You never know where your career might take you.

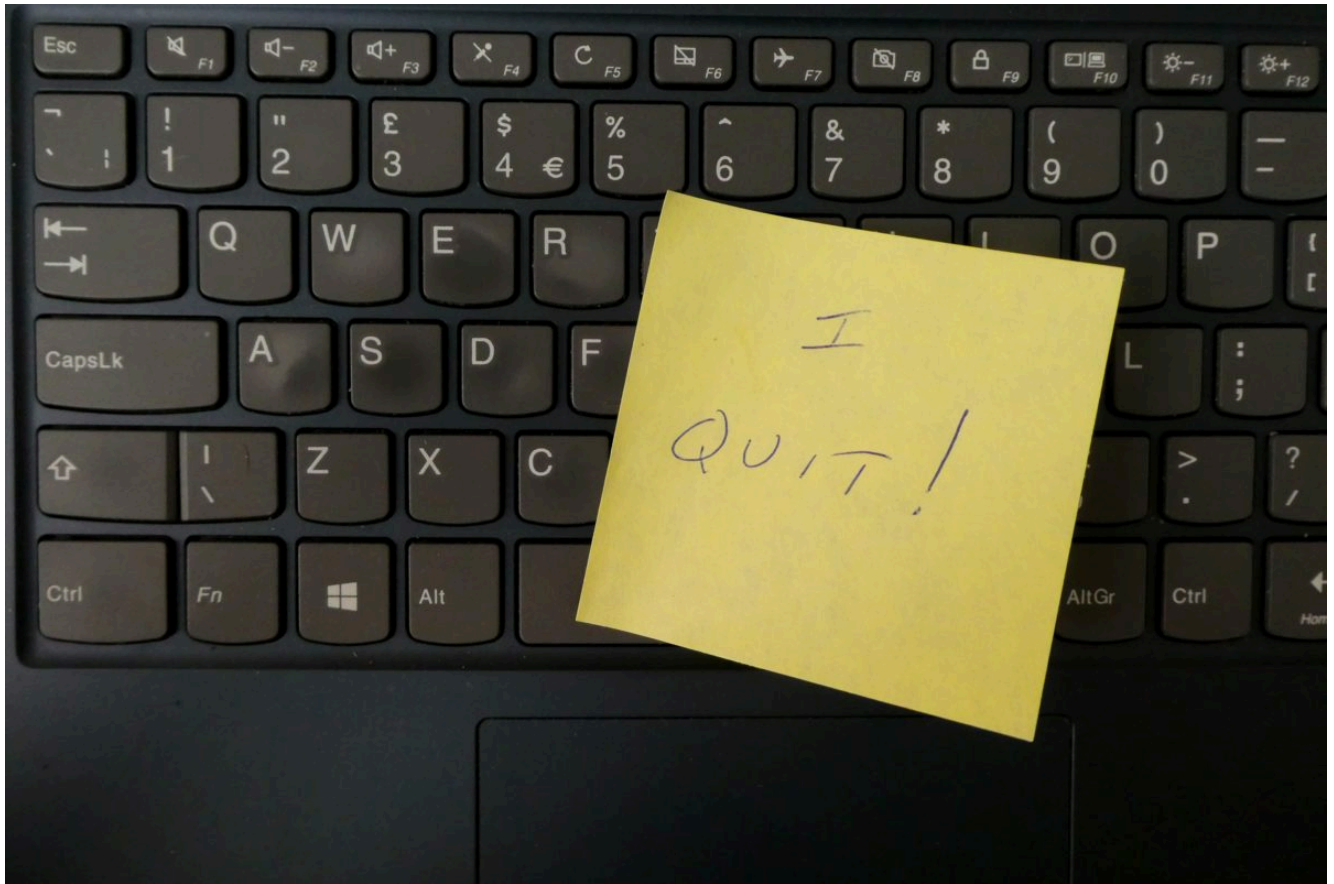


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