



# How to write your own resignation letter

In most cases, we recommend that you keep your letter of resignation concise, formal and polite.

It is important to keep your resignation letter short and to the point. However, there are a few key essentials that you must include:

- Your Name
- Your Address
- Contact Information
- Salutation (Addressed to the appropriate person)
- Date of Resignation
- Signature

The resignation letter is a formality first and last, however keep it professional. Even if your current company are extremely relaxed and you're on good terms with your boss. Ensure that you use a formal tone and professional language throughout the resignation letter.

Keep it short and sweet. A resignation letter is no place for in-depth justifications as to why you're leaving the role. If you want to provide your manager or employer with an explanation, we recommend that you do this in person.

Provide reasons for leaving (optional). You could include the reasons for leaving to help your current employer to understand the situation. If the reason for your leaving is due to salary, you may get a counteroffer.

Remain polite. Although you may be resigning due to unsavoury matters, we urge you to approach the resignation with the right etiquette.

Say thank you to your employer for the role. Thank your employer for the opportunity to work at the company.

Offer to help in the transition period. To ensure the process of leaving goes smoothly for your current employer, offer your assistance with any handover duties.

Avoid personal criticism. Steer clear from criticising your current employer, even if the reasons why you're leaving are not positive. You may want to contact your past employer for a reference in the future.

Finish your resignation letter positively. Offer a kind comment for your current employer upon finishing your resignation letter.