

Name

Date

Letter of Resignation

You have decided to leave your job at Office Furniture Warehouse, so you must write a letter of resignation. You are leaving because you found a different and hopefully better job. You have had some good experiences at your current job, but in the last six months you have had some serious conflicts with the warehouse manager. This is why you decided to look for a different job. You have agreed to start your new job two weeks from today's date, so you need to get your letter of resignation to the warehouse manager today. You will be addressing the letter to the owner of Office Furniture Warehouse.

Review the following guidelines when writing a letter of resignation:

- Type the letter in business-letter format.
- Address the letter to a specific person.
- State your ideas in a clear and professional manner.
- Keep the letter short.
- Do not include emotional words.
- Tell the person when your last day on the job will be.
- Tell the person why you are resigning in a respectful manner.
- Thank the person for the opportunity to work for the business and the person. Remember that even though you will not be working for the employer anymore, he or she will always be one of your previous employers who could be contacted in the future when you look for a new job.

Name

Date

Sample Letter of Resignation

Mary Jane (Janie) Jones
320 Washington Street
Fond du Lac, WI 54935

October 10, 2005

Mr. Ronald Brink
Office Furniture Warehouse
248 Heimer Road
Fond du Lac, WI 54935

Dear Mr. Brink:

I am resigning as of today, Monday, October 10, 2006. My last day at work will be Friday, October 21, 2006.

I am leaving Office Furniture Warehouse because of our differing opinions regarding how to best manage the inventory in the warehouse. I respect your experience, but I have decided it is best for me to move on in my career.

Thank you for the opportunity to work at Office Furniture Warehouse.

Sincerely,

Janie Jones

Mary Jane (Janie) Jones
(920) 555-9290