***Resignation Letter Outline***

Dear (Manager),

**I. STATEMENT OF RESIGNATION**

Example:

I have accepted a position at another company that is clearly the next step in my career. Therefore, I hereby resign my position at (Company) effective (day, date).

**II. STATEMENT OF ACKNOWLEDGMENT**

* 1. Contribution the person has made to you personally
  2. Learning process in the technology
  3. Acknowledge relationship

Example:

It has been a pleasure working with you (state appropriate situation). My decision is in no way indicative of any problems or bad feelings with you or (present company).

**III. INTEGRITY OF DECISION**

* 1. Statement of excitement regarding new position
  2. Decision is not a reflection of current manager
  3. Decision is irrevocable
  4. Support requested for transition

***Resignation Letter Example***

Date

Manager’s Name

Title

Company

Address

Dear (Tony),

I am writing to inform you that I have accepted a position with another company and am resigning my position with (Company). My last day of employment will be (day & date).

I have been on the research center’s staff for nearly three years and, during the last year, I have enjoyed a close working relationship with you in the development and production of the BEST project. The success of the project is largely due to your leadership, skills and wisdom. You have forged a new bond of mutual respect and technical cooperation between the Research Lab and the other divisions. It is clear that the professional caliber of the Design Auto. Res. Dept. has been substantially raised during this period.

A talented group of BEST project engineers remains. I would like to especially note the contribution of (person’s name) that also deserves a great deal of credit for the project’s success. He has well developed leadership skills and I can confidently recommend that he assume leadership for BEST.

I am excited and enthusiastic about my new position. My decision in no way reflects on your management style or effectiveness. I request that you support me in my last days at (Company) to make my transition as smooth as possible.

I further request that no counteroffer be made as I would consider it an affront to the integrity of my decision.

Thank you for your contribution and continued support.

Sincerely,