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[Your Name][Your Address][City, State, Zip Code][Email Address][Phone Number][Today's Date][Recipient's Name][Recipient's Job Title][Company Name][Company Address][City, State, Zip Code][Dear [Recipient's Name]], I am writing this letter to formally notify you of my decision to resign from my position as [Your Job Title] at [Company Name]. I am providing [Notice Period] notice, as per the terms of my employment contract, and your last working day will be [Last Working Day], which falls on [Date]. I have thoroughly enjoyed my time at [Company Name] and am grateful for the opportunities and experiences I have gained during my tenure. However, after careful consideration, I believe it is time for me to explore new challenges and opportunities in my career. During my notice period, I am committed to ensuring a smooth transition of my responsibilities to my colleagues or any other team member as per your guidance. Please let me know how I can assist in facilitating this process. I am more than willing to help train my successor or provide any necessary information to ensure a seamless continuation of tasks and projects. Moreover, I will make every effort to complete any pending work or handover tasks before my departure. I sincerely thank the entire team at [Company Name] for their support, encouragement, and camaraderie throughout my journey here. I have truly cherished working with such a talented and dedicated group of individuals. I am available for an exit interview if required and would appreciate the opportunity to provide feedback that could contribute to the continuous improvement of [Company Name]'s work environment and practices. Please let me know the formalities and procedures I need to follow during my notice period. Additionally, kindly advise me on any documents I need to complete for a smooth exit. Once again, I express my gratitude for the valuable experience and memories gained at [Company Name]. I wish the company and the team continued success and prosperity in all future endeavors. Thank you for your understanding and support throughout this process. Sincerely, [Your Name] Whether you're starting a new job, relocating, or taking a break for personal reasons, leaving your current position on a positive note is essential. Writing a well-structured resignation email is a crucial step in the process. A resignation email is more than just a formality; it reflects your professionalism and can help maintain a good relationship with your former employer. To help you navigate your way out of your current gig into your next, we have curated 20 examples of resignation emails that help you look thoughtful, honest and professional. 7 Tips on Flow and Format of a Good Resignation Email A well-crafted resignation email should include the following elements: Start with a respectful greeting: Address your manager or HR representative by their name and title. Clearly state your intent to resign: Begin with a clear statement of your intention to resign from your position. Mention your notice period or last working day: Indicate when your resignation will be effective. Explain the reason for your resignation (optional): If appropriate, briefly explain your reasons for resigning. Express gratitude for the opportunity: Thank your employer for the experiences and opportunities they have provided. Offer to provide assistance during the transition: Extend a helping hand for a smooth transition of your responsibilities. End with a professional closing: Conclude with a courteous sign-off, such as "Sincerely" or "Best regards," followed by your name. Before you hit send, it's always a good idea to let your manager know your intentions - in person, or over a phone call. A resignation, however well drafted, is best received when it's not a surprise. Now that you know what all entails in a well-written resignation email. Let's walk you through resignation email examples for different scenarios: 1. Resigning due to a new job opportunitySubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope this email finds you well. It is with mixed emotions that I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of the email]. I have recently been offered a new job opportunity that aligns with my long-term career goals, and after careful consideration, I have decided to accept it. While I am excited about the next chapter in my career, I am also deeply grateful for the opportunities, experiences, and mentorship I have received at [Company Name]. Over the next [notice period], I will ensure a smooth transition of my responsibilities and be available to assist with any queries or training my replacement needs. Thank you for your guidance and support during my tenure at [Company Name]. I value the relationships I have built here and look forward to staying in touch. Sincerely, [Your Name] 2. Resigning for personal reasonsSubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope you're doing well. I am writing to inform you that I will be resigning from my position as [Your Position] at [Company Name], effective [Last Working Day]. I am committed to making this transition as smooth as possible. I will be happy to assist in training my replacement or help in any other way during my notice period. Best regards, [Your Name] 3. Resigning due to relocationSubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope this email finds you well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. I have been given the opportunity to relocate to a new city, and after careful consideration, I have decided to accept it. I am grateful for the support and opportunities I have received here. I will ensure a smooth transition of my responsibilities and be available to assist with any queries or training needed during my notice period. Thank you for your support and guidance during my tenure at [Company Name]. I value the relationships I have built here and look forward to staying in touch. Sincerely, [Your Name] 4. Resigning due to a lack of growth opportunitiesSubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope you're doing well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. After careful consideration, I have decided to pursue further studies to advance my career. This decision was difficult, as I greatly value my time and experiences at [Company Name]. I will ensure a smooth transition of my duties and be available to assist with any queries or training needed during my notice period. Thank you for your support and for the opportunities I have been given during my time here. Best regards, [Your Name] 5. Resigning due to a career changeSubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope you're well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. After much reflection, I have decided to explore a new career path in [New Field]. While my personal and professional aspirations drive this decision, it is bittersweet, as I have enjoyed my time at [Company Name] and the relationships I have formed here. I am committed to ensuring a smooth transition of my responsibilities and will be available to assist with any questions or training needed during my notice period. I am grateful for the support and opportunities I have received here. Sincerely, [Your Name] 6. Resigning due to a better opportunitySubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope this email finds you well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. This decision was not easy, and after careful consideration, I have decided to accept a new job opportunity that aligns more closely with my career goals and values. I am committed to making this transition as seamless as possible. I will gladly assist in any way I can during my notice period. Thank you for the understanding and support I received during my time here. Sincerely, [Your Name] 7. Resigning due to a lack of growth opportunitiesSubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope you're doing well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. I have enjoyed my time at [Company Name] and am grateful for the opportunities and experiences I have had here. However, I have reached a point in my career where I am seeking new challenges and opportunities for growth that are currently outside of my current role. I will do my best to ensure a smooth transition of my responsibilities and be available to assist with any queries or training needed during my notice period. Thank you for the support and opportunities I have been given here. Best regards, [Your Name] 8. Resignation with a notice period (short notice period)Subject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope this email finds you well. I am writing to inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Short Notice Last Working Day, e.g., one week from the date of the email]. I apologize for the short notice, as unforeseen circumstances require my immediate attention. I understand the inconvenience this may cause and am committed to assisting in any way I can to ensure a smooth transition of my duties. Thank you for the understanding and support I received during my time here. Sincerely, [Your Name] 9. Resignation with a notice period (standard notice period)Subject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope you're doing well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. It has been an incredible number of years since I joined [Company Name], and I have had the privilege of working with some of the most talented and dedicated colleagues. We have achieved significant milestones together, and I will always cherish the memories and experiences. It is time to explore new opportunities and take on new challenges. I will do my best to ensure a smooth transition of my responsibilities and will be available to assist with any queries or training needed during my notice period. Thank you for the understanding and support I have received here. Sincerely, [Your Name] 10. Resigning without a notice periodSubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope this email finds you well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. While I have enjoyed my time at [Company Name] and am grateful for my experiences and opportunities here, it is time to explore new opportunities. I will do my best to ensure a smooth transition of my responsibilities and will be available to assist with any queries or training needed during my notice period. Thank you for the understanding and support I have received here. Best regards, [Your Name] 11. Resignation without a notice period (short tenure)Subject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope you're doing well. I regret to inform you that I will be resigning from my position as [Your Position] at [Company Name], effective [Last Working Day]. My decision to resign comes due to unforeseen personal circumstances requiring immediate attention. I am committed to making this transition as seamless as possible. I will be glad if my notice period gets waived off as I have been a part of this organization only for a short period of time and I am still on my probation. Looking forward to hear from you. Thank you for the understanding and support I have received here. Sincerely, [Your Name] 12. Resigning due to a better opportunitySubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope you're doing well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. I have been offered a new job opportunity that aligns more closely with my career goals and values. I am committed to making this transition as seamless as possible. I will gladly assist in any way I can during my notice period. Thank you for the understanding and support I received during my time here. Sincerely, [Your Name] 13. Resigning due to a lack of growth opportunitiesSubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope you're doing well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. After careful consideration, I have decided to pursue a new opportunity/take a break/relocate, and this decision is in the best interest of both myself and the company. As a manager, I know the responsibilities and commitments that come with my role. I am committed to ensuring a smooth transition of my duties and will work closely with my team to minimize disruptions during this period. Thank you for the understanding and support I have received here. Best regards, [Your Name] 14. Resigning without a specific reasonSubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope this email finds you well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. While I have enjoyed my time at [Company Name] and am grateful for my experiences and opportunities here, it is time to explore new opportunities. I will do my best to ensure a smooth transition of my responsibilities and will be available to assist with any queries or training needed during my notice period. Thank you for the understanding and support I have received here. Best regards, [Your Name] 15. Resignation without a notice period - short tenureSubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope you're doing well. I regret to inform you that I will be resigning from my position as [Your Position] at [Company Name], effective [Last Working Day]. My decision to resign comes due to unforeseen personal circumstances requiring immediate attention. I am committed to making this transition as seamless as possible. I will be glad if my notice period gets waived off as I have been a part of this organization only for a short period of time and I am still on my probation. Looking forward to hear from you. Thank you for the understanding and support I have received here. Sincerely, [Your Name] 16. Resigning due to a better opportunitySubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope you're doing well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. I have been offered a new job opportunity that aligns more closely with my career goals and values. I am committed to making this transition as seamless as possible. I will gladly assist in any way I can during my notice period. Thank you for the understanding and support I received during my time here. Sincerely, [Your Name] 17. Resigning due to a lack of growth opportunitiesSubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope this email finds you well. I am writing to inform you that I will be retiring from my position as [Your Position] at [Company Name], effective [Last Working Day]. My time at [Company Name] has been incredibly rewarding, and I am grateful for the opportunities, experiences, and friendships I have gained over the years. As I transition into retirement, I plan to [share your retirement plans, e.g., travel, spend time with family, volunteer]. I am committed to ensuring a smooth transition of my responsibilities and will be available to assist with any queries or training needed during my notice period. Thank you for the understanding and support I have received here. Warm regards, [Your Name] 18. Resigning due to organizational changesSubject: Resignation from [Position] - [Your Name] Dear [Supervisor's Name], I hope you're well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. Recent organizational changes have prompted me to reevaluate my career goals and align them with my values. While I have enjoyed my time at [Company Name] and am grateful for my opportunities, it is time for me to explore new avenues. I will do my best to ensure a smooth transition of my responsibilities and will be available to assist with any queries or training needed during my notice period. Thank you for the understanding and support I have received here. Best regards, [Your Name] 19. Resigning in a friendly and appreciative toneSubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I hope you're doing well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. It has been an incredible number of years since I joined [Company Name], and I have had the privilege of working with some of the most talented and dedicated colleagues. We have achieved significant milestones together, and I will always cherish the memories and experiences. It is time to explore new opportunities and take on new challenges. I will do my best to ensure a smooth transition of my responsibilities and will be available to assist with any queries or training needed during my notice period. Thank you for the support and the wonderful memories. Sincerely, [Your Name] 20. Resigning with a more formal and concise toneSubject: Resignation from [Position] - [Your Name] Dear [Manager's Name], I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. I will ensure a smooth transition of my responsibilities and be available to assist with any queries or training needed during my notice period. Thank you for the opportunities I have been given during my time here. Sincerely, [Your Name] While these examples provide a helpful starting point, tailoring your resignation email to fit your specific situation and workplace culture is essential. Maintain a professional tone, regardless of the reason for your resignation, and focus on expressing gratitude and offering assistance during the transition. ConclusionWriting a well-structured resignation email is essential for leaving your current job on a positive note. You can ensure a smooth and professional departure by tailoring our resignation email examples to your specific scenario. And with our email product, you can easily send your resignation email and enjoy the benefits of a top-tier email platform, a worthy competitor to Yahoo Mail. Resigning from a job can be exciting. You might be moving on to a better opportunity, pursuing further education, or undertaking a lifelong dream of starting your own company. While your energy may be focused on the future, it's important to manage your exit from your current company gracefully. You want to leave on good terms, particularly if you would like to receive a positive reference from your manager or colleagues in the future. Part of leaving on good terms includes finishing up your own work and helping your employer with the transition of work after your departure. This is made easier if you provide as long a period as possible between the time you officially tell your employer you're resigning and your last day of employment—in other words, offer a long notice period. Here's how to write a resignation letter with a notice period to do just that. The AI writing partner for anyone with work to do What is a resignation letter with a notice period? A resignation letter with a notice period is an official statement of your intent to leave your company after a specified length of time. A notice period provides you with enough time to prepare your offboarding plan, and gives your colleagues and manager sufficient time to prepare for your departure by divvying up your responsibilities. Notice periods are sometimes established in the contract you signed at the beginning of your employment. Dig up your contract and take a look to ensure you're not out of compliance with your resignation letter. It's important not to renege on the notice period you signed up for, even if unintentionally. If you do so, your manager could refuse to give you a positive reference. In a worst-case scenario, it could lead to the company suing you for breach of contract. Typical notice period length Workplaces usually expect you to give a few weeks' notice when you resign—as little as one week or as many as four weeks. The standard is around two weeks' notice. This, of course, varies by company and by role. Typically, the more senior you are in the company, the longer the notice period. For executives, there are fewer people (if any at all) in the company who could step in and replace them once they leave, and a company might have to search for someone externally to fill the role, which could take several weeks or months. An expected notice period for executives could be up to three months or more. Crafting your resignation letter with a notice period The format of your resignation letter with a notice period should be a formal business letter. Because it's an official document, it should contain the points listed below. You should maintain a professional tone throughout and can occasionally check for clarity and correctness, as well as correct grammar, punctuation, and tone. It is not necessary to go into the exact reason for your resignation, but it is considerate to say that you want to leave the company well prepared to handle the tasks you were responsible for. Offering a notice period to finish your own tasks and help transfer your work onto your colleagues will minimize the disruption of your resignation. Elements to be sure to include in this letter are: The date Name of the company Name of the person you're addressing the letter to (your direct manager) A formal declaration of your intent to resign Your intended last date of employment Approval for the company and the opportunity to work there Offer to help with the transition Your name You can use Grammarly's AI resignation letter generator to help you write the first draft of your resignation letter. Simply enter in your writer's recipient and a few details about your situation, and get a draft of a letter you can further refine. Example resignation letter with a notice period Whether you're writing a resignation letter with one month's notice or a resignation letter with two weeks' notice, you can use the below resignation letter sample as a starting point for your own. [Today's Date] [Name of Company] [Address of Company] Dear [Manager's Name], After careful consideration, I would like to inform you of my decision to resign from my position as [Your Title] at [Company Name]. I would like to stay on board for a notice period that would allow me to sufficiently transfer my responsibilities. As such, my final day of employment will be [Last Working Day, usually two weeks or more after the date of the letter]. I understand that my decision may cause some disruption for [Company Name], and I am committed to minimizing that potential disruption. I am prepared, in the next [number of weeks until last working day], to document my projects, share my working files, and work closely with you to ensure a smooth handoff of my tasks and responsibilities. If there's anything else I can do to help assist the company during this transition, please do not hesitate to let me know. I have learned a lot and have enjoyed my time working at [Company Name]. I want to thank you for the opportunity to work here and for all the support and guidance along the way. I wish [Company Name], my colleagues, and you continued success in the future. I hope to stay in touch. Thank you for your understanding. Sincerely, [Your Name] Tips for your resignation letter with a notice period You should write your resignation letter with consideration for the colleagues you are leaving behind. You are providing a notice period to help them out during the remainder of your time with the company. Here are some practical tips on writing your resignation letter, as well as advice on crafting a warm and friendly resignation letter that will help you strike that tone. Make sure it's a letter format The format of your resignation with a notice period should be a letter. That means it should include the person it's addressed to, the date, the company, and your signature. If you have personal letterhead, your resignation letter can be written on that. Take a formal but warm tone A resignation letter is a legal document that your company may have specific rules about, but it is also your goodbye note to the company and your colleagues. Keep your tone formal throughout. You may share that you understand that your departure may generate stress for your colleagues who have to pick up your responsibilities going forward and that you want to work, during your notice period, to minimize that stress. Proofread your letter It would be embarrassing if your letter is ridden with typos and grammatical mistakes. Proofread your letter before you send it. You can even ask a friend or a trusted colleague to look it over to have another pair of eyes on it. Use a writing assistant like Grammarly to ensure that your letter is grammatically correct, uses correct punctuation, and is written concisely. Find the right channel of communication Sometimes company policies dictate a specific communication channel to file your resignation letter. Ask your direct manager or an HR representative, or look through the company handbook to see if there is one. For some companies, an emailed letter is fine, while others prefer a formatted letter on personal letterhead filed into a specific system. See if there's a set notice period Sometimes contracts at the start of your employment delineate how long of a notice period you must give if you resign. Review yours carefully to ensure that you're not out of compliance with what you give in your resignation letter. If you leave earlier than the notice period that was specified in your contract, you risk departing on bad terms or the company potentially suing you for breach of contract. It's just about stating your intention to leave, so if there is no set notice period at all, it's considerate to provide as long of a notice period as you can so that your colleagues don't have to suddenly pick up the work that you were doing, which could cause them stress. To gauge what would be an acceptable notice period at your company, see how long other people at your level are giving as their notice period, or ask your direct manager what they would prefer. The typical period is two weeks. End on a positive note The last few sentences of your letter may be the last words from you that a manager or colleague will read, and it could serve as a farewell message to colleagues. It's important to sound positive, so your time there will remain positive in their memories. You could end by saying that you wish the company continued success going forward, that you hope to stay in touch, or that you'll be using the company's product or cheering your ex-colleagues on from the sidelines. Ending your resignation letter with this way communicates to your manager and colleagues that you are parting on a friendly and hopeful note. FAQs on resignation letters with a notice period How do I write a resignation letter with a notice period? To write a resignation letter with a notice period, address it to your direct manager. State that you are resigning and when your last day will be. Thank the company for all its support during your tenure there and offer to help with the transition. Ensure it is in a formal letter format. What are some tips for writing a professional resignation letter with a notice period? When writing a resignation letter with a notice period, keep the copy concise and the tone warm and thoughtful. You can say deciding to leave was a difficult decision, that you wish the company continued success, and include a farewell message to your colleagues. Be clear about when your last day at the company will be. How can I use AI to help with writing a resignation letter with a notice period? You can use Grammarly's AI resignation letter generator to help write a resignation letter. Just enter a few key details and get a well-formatted, professional resignation letter. How do I write a resignation letter with a notice period? You should maintain a professional tone throughout and can occasionally check for clarity and correctness, as well as correct grammar, punctuation, and tone. It is not necessary to go into the exact reason for your resignation, but it is considerate to say that you want to leave the company well prepared to handle the tasks you were responsible for. Offering a notice period to finish your own tasks and help transfer your work onto your colleagues will minimize the disruption of your resignation. Elements to be sure to include in this letter are: The date Name of the company Name of the person you're addressing the letter to (your direct manager) A formal declaration of your intent to resign Your intended last date of employment Approval for the company and the opportunity to work there Offer to help with the transition Your name You can use Grammarly's AI resignation letter generator to help you write the first draft of your resignation letter. Simply enter in your writer's recipient and a few details about your situation, and get a draft of a letter you can further refine. Example resignation letter with a notice period Whether you're writing a resignation letter with one month's notice or a resignation letter with two weeks' notice, you can use the below resignation letter sample as a starting point for your own. 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I want to thank you for the opportunity to work here and for all the support and guidance along the way. I wish [Company Name], my colleagues, and you continued success in the future. I hope to stay in touch. Thank you for your understanding. Sincerely, [Your Name] Tips for your resignation letter with a notice period You should write your resignation letter with consideration for the colleagues you are leaving behind. You are providing a notice period to help them out during the remainder of your time with the company. Here are some practical tips on writing your resignation letter, as well as advice on crafting a warm and friendly resignation letter that will help you strike that tone. Make sure it's a letter format The format of your resignation with a notice period should be a letter. That means it should include the person it's addressed to, the date, the company, and your signature. If you have personal letterhead, your resignation letter can be written on that. Take a formal but warm tone A resignation letter is a legal document that your company may have specific rules about, but it is also your goodbye note to the company and your colleagues. Keep your tone formal throughout. You may share that you understand that your departure may generate stress for your colleagues who have to pick up your responsibilities going forward and that you want to work, during your notice period, to minimize that stress. Proofread your letter It would be embarrassing if your letter is ridden with typos and grammatical mistakes. Proofread your letter before you send it. You can even ask a friend or a trusted colleague to look it over to have another pair of eyes on it. Use a writing assistant like Grammarly to ensure that your letter is grammatically correct, uses correct punctuation, and is written concisely. Find the right channel of communication Sometimes company policies dictate a specific communication channel to file your resignation letter. Ask your direct manager or an HR representative, or look through the company handbook to see if there is one. For some companies, an emailed letter is fine, while others prefer a formatted letter on personal letterhead filed into a specific system. See if there's a set notice period Sometimes contracts at the start of your employment delineate how long of a notice period you must give if you resign. Review yours carefully to ensure that you're not out of compliance with what you give in your resignation letter. If you leave earlier than the notice period that was specified in your contract, you risk departing on bad terms or the company potentially suing you for breach of contract. It's just about stating your intention to leave, so if there is no set notice period at all, it's considerate to provide as long of a notice period as you can so that your colleagues don't have to suddenly pick up the work that you were doing, which could cause them stress. 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I want to thank you for the opportunity to work here and for all the support and guidance along the way. I wish [Company Name], my colleagues, and you continued success in the future. I hope to stay in touch. Thank you for your understanding. Sincerely, [Your Name] Tips for your resignation letter with a notice period You should write your resignation letter with consideration for the colleagues you are leaving behind. You are providing a notice period to help them out during the remainder of your time with the company. Here are some practical tips on writing your resignation letter, as well as advice on crafting a warm and friendly resignation letter that will help you strike that tone. Make sure it's a letter format The format of your resignation with a notice period should be a letter. That means it should include the person it's addressed to, the date, the company, and your signature. If you have personal letterhead, your resignation letter can be written on that. Take a formal but warm tone A resignation letter is a legal document that your company may have specific rules about, but it is also your goodbye note to the company and your colleagues. Keep your tone formal throughout. You may share that you understand that your departure may generate stress for your colleagues who have to pick up your responsibilities going forward and that you want to work, during your notice period, to minimize that stress. Proofread your letter It would be embarrassing if your letter is ridden with typos and grammatical mistakes. Proofread your letter before you send it. You can even ask a friend or a trusted colleague to look it over to have another pair of eyes on it. Use a writing assistant like Grammarly to ensure that your letter is grammatically correct, uses correct punctuation, and is written concisely. Find the right channel of communication Sometimes company policies dictate a specific communication channel to file your resignation letter. Ask your direct manager or an HR representative, or look through the company handbook to see if there is one. For some companies, an emailed letter is fine, while others prefer a formatted letter on personal letterhead filed into a specific system. See if there's a set notice period Sometimes contracts at the start of your employment delineate how long of a notice period you must give if you resign. Review yours carefully to ensure that you're not out of compliance with what you give in your resignation letter. If you leave earlier than the notice period that was specified in your contract, you risk departing on bad terms or the company potentially suing you for breach of contract. It's just about stating your intention to leave, so if there is no set notice period at all, it's considerate to provide as long of a notice period as you can so that your colleagues don't have to suddenly pick up the work that you were doing, which could cause them stress. To gauge what would be an acceptable notice period at your company, see how long other people at your level are giving as their notice period, or ask your direct manager what they would prefer. The typical period is two weeks. End on a positive note The last few sentences of your letter may be the last words from you that a manager or colleague will read, and it could serve as a farewell message to colleagues. It's important to sound positive, so your time there will remain positive in their memories. You could end by saying that you wish the company continued success going forward, that you hope to stay in touch, or that you'll be using the company's product or cheering your ex-colleagues on from the sidelines. Ending your resignation letter with this way communicates to your manager and colleagues that you are parting on a friendly and hopeful note. FAQs on resignation letters with a notice period How do I write a resignation letter with a notice period? 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