

# RESIGNATIONS



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You just found a new position that is going to enhance your career and improve your quality of life. So, why are you still feeling stressed out and anxious? Chances are you are dreading the requirement to draft and submit a resignation letter to your current supervisor. While this may seem like a meaningless inconvenience, most employers require the submission of intent to resign from your current position before you leave their company.

## WHAT CONSTITUTES A GOOD LETTER OF RESIGNATION?

The key element in drafting your resignation letter is for you to be clear, concise, and constructive with the document. Remember that there is a possibility that your boss or someone in the company that you are currently working for could one day be in a position to determine whether you get your dream job or not. The team members that you are currently collaborating with are potential valuable networking connections as you continue to advance in your career. Diplomacy in your message will convey that you are appreciative of the opportunity that you were provided with.

## WHAT INFORMATION SHOULD BE INCLUDED IN YOUR LETTER?

1. Date of letter submission
2. Formal statement of resignation
3. Proposed end date
4. Your signature – signing your name is required

## WHAT INFORMATION SHOULD NOT BE INCLUDED IN YOUR LETTER?

1. The reason why you are leaving
2. Statements of emotion
3. What you did not like about your job

## GENERAL TIPS FOR WRITING A RESIGNATION LETTER

1. Do not make it longer than one page. A resignation letter is not an opportunity to reflect on successes that you have had during your time with the organization, nor should you use it as a way to tell the company what they are doing wrong. You want to be clear and concise. Make sure your supervisor understands that you are leaving your position.
2. Be sure to provide the company that you are leaving at least two weeks' notice. This affords them the opportunity to start looking for a replacement to ensure a smooth transition between employees. Offer to support the person that will be replacing you with any training they may need while you are still employed with the company.
3. Your resignation letter is just that – an actual letter that you submit to your immediate supervisor. Simply telling your boss over the phone that you are resigning, or worse, deciding that you are just going to stop showing up for work without telling anyone, will create harsh feelings that may end up hurting you down the road if a future employer requests an employment verification check. You want to provide something in writing that can be placed in your permanent file with the company.

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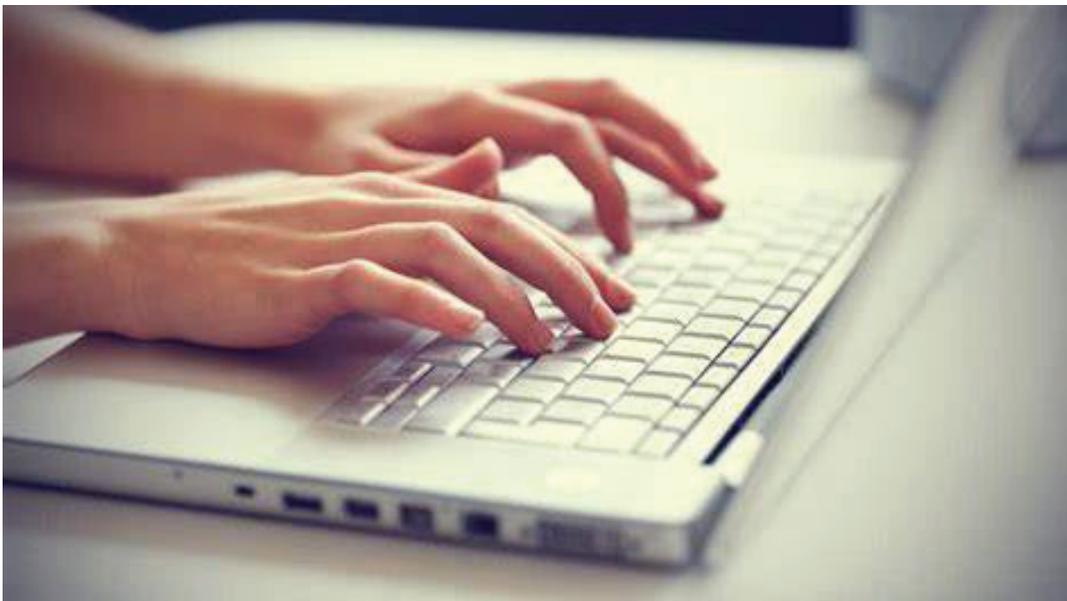


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4. As you are writing your letter, keep in mind that you will want to have talking points prepared for the inevitable conversation that you will have with your supervisor. There is a good chance that your supervisor will want to speak with you immediately upon receipt of your resignation letter, and it is important that this conversation remains just as professional as that content contained within your resignation letter.

5. If you have built a strong relationship with your supervisor, a personal note at the end of the resignation letter would convey your appreciation for their support throughout your employment. This allows you to leave on a good note and might prove beneficial if you ever need your employer to serve as a reference for future career endeavors.

Submitting a letter of resignation can be a very stressful and anxiety-filled time in a professional's career, but it is important to remember that the goal of the letter is to clearly convey that you are leaving your current position. By following the guidelines listed above and utilizing the Sample Letter of Resignation Template that follows, you should be able to craft a professional message that allows you to amicably part ways with your current employer.



7400 Bay Road  
University Center, MI 48710

January 9, 2020

Thomas Barnikow  
Interim Associate Director  
Career Services  
Saginaw Valley State University  
7400 Bay Road  
University Center, MI 48710

Dear Mr. Barnikow,

Please accept this letter as my formal resignation from the Peer Career Advisor position with Career Services at Saginaw Valley State University. My last day will be January 24<sup>th</sup>, 2020. I have enjoyed my time in this department, but it is time for me to take a new direction in my career path.

Please accept my deepest gratitude for all you and you staff have done for me during the past year and a half, it has been a pleasure and honor to work for the Career Services Office. The skills I have acquired and improved upon will assist me in my future professional endeavors. One of the highlights of my employment with your department has been collaborating with all the staff members to contribute to the success of the employment fairs.

If there is any support I can offer to make this transition as smooth as possible, please do not hesitate to contact me. I would be more than happy to dedicate time in finding an internal replacement or help with identifying an external candidate to replace me. Please feel free to email me at [cardinal@svsu.edu](mailto:cardinal@svsu.edu) or (555) 555-5555 if you have any questions or need any assistance.

Thank you again for the past year and a half of employment with Career Services at Saginaw Valley State University and your constant mentorship and support. I wish you and your department all the best.

Sincerely,

Coop Cardinal