

## RESIGNATION AND ACCEPTANCE SAMPLE LETTERS

### RESIGNATION

You have now accepted a promising new opportunity, and it is time to bid farewell to your present employer. Since final impressions tend to be lasting, it is important to do this in the most professional manner possible. First, prepare a resignation letter similar to the sample shown. If your present employer has been good to you and provided a positive learning experience, say so. If your boss treats everyone like dirt and pays substandard wages, express how much you have enjoyed working there anyway. This is not the time for total honesty. You will need this person as a reference in the future, and it is important to leave on the most positive terms possible.



When you meet with your boss, hand him/her the letter and explain that you have accepted another opportunity which fulfills many of your personal or professional goals. Express your gratitude for the professional growth and learning opportunities which the company has provided. This also is a good time to confirm your last day of work and to reassure your boss that you will take the same amount of interest in your job during your final days as you always have.

### RESIGNATION SAMPLE LETTER

Use plain paper or personal letterhead. Do not use the letterhead of your current employer.

Date/Your Return Address

Mr./Mrs./Ms. \_\_\_\_\_, Title  
Company  
Address

Dear Mr./Mrs./Ms. (Direct Supervisor):

Please accept this letter as two weeks' formal notice of my resignation from the employ of (Company). My final day of employment will be (Date).

I have thoroughly enjoyed the work environment and professional atmosphere at (Company). Your management, direction, guidance and counseling have been the source of great personal and career satisfaction, and I am grateful. The experience and knowledge gained during my association with (Company) have provided significant career growth for which I shall always be appreciative.

Once again, thank you for past consideration.

Sincerely,  
(Signature)

### ACCEPTANCE SAMPLE LETTER

Dear Mr./Mrs./Ms. \_\_\_\_\_,

Thank you for your letter offering me a position as \_\_\_\_\_ at a starting salary of \$\_\_\_\_\_.

It is with pleasure that I accept your offer and confirm that I will join (Company) on (Date).

I look forward with anticipation to initiating my professional association with (Company) and to contributing my abilities to your continued success.

Very truly yours,  
(Signature)

cc: Dick Williams & Associates

## **AS YOU RESIGN, REMEMBER . . .**

- Final impressions are lasting
- This is not a time for total honesty
- Don't burn bridges
- Keep short and positive
- Keep reasons for leaving to an absolute minimum
- Express gratitude for past opportunities
- Confirm your last day
- Give assurances that you will work hard during the final days.

## **TRANSITION TO THE NEW JOB**

Congratulations. You have successfully completed a challenging, and perhaps emotional, chapter in your career. The coming days will be hectic as you wind down your present job and prepare to move to another. Be sure to make every reasonable effort to ensure a smooth transition for your replacement. A written report covering the status of all your projects would be most helpful to your boss and leave a positive final impression with the company.

You should also meet with your company's benefits administrator to extend health insurance coverage at your expense until you qualify for coverage with your new employer. The benefits administrator should also supply you with information concerning any pay-outs you are entitled to receive from pension, profit sharing, or 401(k) plans.

Periodically call your new boss with a status report of your move. Request reading material which will familiarize you with your first assignment. If your career change also involves a geographic move, you need to coordinate the moving arrangements with your new employer immediately.

Again, congratulations. We have enjoyed our professional relationship and hope that you will recommend our services to your business associates when they are ready for a career change.

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