

LETTER OF RESIGNATION

A **letter of resignation** is a written document given by an employee to his/her supervisor announcing his/her intent to terminate employment. Know that the employer may not honor your intended last day of employment and may end your employment contract that same day. Items to include are the name of your current position, official last day of employment and thanks for the opportunities given with the organization.

- The letter should be printed and handed to the supervisor
- A copy should be kept for personal record
- At least two weeks notice should be given

Date

Supervisors Name

Company Name

Department (if applicable)

Street Address

City, State and Zip Code

Dear Mr./Ms. _____,

Thank you for the opportunity to work as [Position Title] under your direction. I write to inform you that I am resigning from my position, effective [Date]. Know that during my last days of work at [Organization], I intend to complete any pending work, in an effort to ease my predecessor's transition.

I appreciate the opportunities this organization has afforded me and know that the experience I have gained during my tenure will serve me well as I progress in my career.

Sincerely,

Your Signature

Your Name Printed

JOB OFFERS: ACCEPTING OR DECLINING

A **job acceptance letter** is a letter detailing your acceptance of the position along with the terms and conditions. It is addressed to the hiring manager or individual who initially extended the offer of employment. This letter should include basic details of the job (i.e. title, starting date, salary, location) and appreciation for the opportunity provided.

Date

Human Resource / Hiring Manger

Company Name

Department (if applicable)

Street Address

City, State and Zip Code

Dear Mr./Ms. _____,

I am formally accepting the job offer extended to me for the position of [Position Title]. I am grateful for the opportunity and feel confident that I can make a significant contribution to [Organization] in [Location]. As discussed, I will begin work on [Date] with an annual salary of [Amount (\$)], with an added allowance of [Amount (\$)] for moving expenses.

I look forward to working with you and your team. Please let me know if there is any additional information or paperwork needed prior to my start date. You can reach me at [Email Address/Phone number].

Sincerely,

Your Signature

Print Your Name

When **declining** a job offer, you should consider writing a letter to the employer stating your decision to decline the position. Always be professional and courteous, in the event you may want to apply for another position with this organization in the future. Be mindful of time frames and deadlines.

Dear Mr./Ms. _____,

Thank you for extending the [Position Title] position at [Organization].

While I firmly believe in the mission of your organization and found aspects of the position appealing, I regret to inform you that I am declining the job offer.

I thank you for the time and consideration that was extended to me during the interview process.

Sincerely,

Your Signature

Print Your Name

