

## **Formal Resignation letter template (Only sent to HR & boss. Used purely for formality purposes)**

**TO:** <human resources contact>

**CC:** <your boss>

**Subject:** Robbie Abed's Resignation

Body:

Jennifer,

As discussed with <manager>, I am submitting my formal resignation from <company name>. My last day will be <last day>.

Please let me know if there are any documents to fill out or any processes that I need to follow before my last day. I really enjoyed my time here and I wish nothing but the best for my co-workers and <company name>.

I will send a separate thank you letter on my last day.

Thank You!

<your name>

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## **Short & sweet resignation letter template**

**TO:** <your personal email address> (so you have a copy of it)

**BCC:** <everyone you're sending it to> (Make sure it's BCC if it's a lot of people)

**Subject:** Thank you!

If you haven't heard already, tomorrow is my last day at <company name>. I've had a wonderful time here and I'm happy to be part of a great organization.

Just because I'm leaving, doesn't mean you can't keep in touch.

<personal email> is my personal email address. Feel free to send me a message at any time and we can connect over coffee. You can also add me on LinkedIn <link to linkedin profile>

This is a bittersweet email for me, and I really want to say thank you again for everything. I have the pleasure of working with some great people here, and I wish everyone the best of luck

Thank you again!

<Your name>

Personal email: <personal email>

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## Long and thankful resignation letter (preferred)

**TO:** <your personal email address> (so you have a copy of it)

**BCC:** <everyone you're sending it to> (Make sure it's BCC if it's a lot of people)

**Subject:** Thank you!

It is true that tomorrow is my last day. I can't even begin to say how much of a bittersweet moment this is for me.

I've learned so much from so many of you, and I thought a normal "good-bye" wouldn't be fair.

So, I decided to call out the individuals I've worked with and send it to a wide group. That's the only fair way for me to say goodbye since I had an amazing experience here.

<Manager #1 > - really nice things

<Manager #2> - really nice things

<Co-worker #1> - really nice things

<Team / Group> - really nice things

<You can keep going as long as you sincerely have people to thank>

Thank you so much and I sincerely hope we keep in touch. My personal email is below and please connect with me on LinkedIn <link to linkedin profile> if we haven't already!

<Your name>

Personal email: <personal email>

## About Robbie Abed

I do two things:

1. I help people quit their miserable jobs
2. I help tech companies grow through digital marketing



Transitioning from IT to Digital Marketing & Career Advancement was one of the toughest transitions of my life.

I went through a life crisis trying to figure it all out. Going through a life and identity crisis while your bank account also depends on the answer is something I hope you never have to go through.

I went from being an expert in "IT Consulting" with nine years experience to becoming a "Marketing Director" and "Career Advancement Expert" within two years. I not only destroyed the ceiling that was preventing me from advancing but positioned myself never to have a ceiling

control my career and my life. I've never felt this free in my entire life.

My goal is to help you learn from my mistakes.

You can always reach me at [robbie@firemeibegyou.com](mailto:robbie@firemeibegyou.com). I do not do career coaching at the moment, but feel free to email me with questions.