Under no circumstance should you state any dissatisfactions with the firm or individuals. Not only is it good manners to stress the positive when leaving, but items in your personnel file may long outlast the individuals and circumstances responsible for your dissatisfaction. You never know when your path will cross those of your former colleagues.

Letters get filed and passed around to explain what happened, reducing the call for endless orations on the same subject. They also dispel any perceived ambivalence in your behavior during this delicate time.

## SAMPLE RESIGNATION LETTERS

Sample One

Date:

Mr. John Doe
ABC Company, Inc.
100 Main Street
City, ST Zip

Dear Mr. Doe,

I want to take this time to thank you for the professional relationship and leadership you have provided during my tenure here. I have thoroughly enjoyed the work environment and atmosphere provided by you and the company management.

I have accepted a new position with another company. My last day of employment with ABC Company will be Friday, December 15, 1999. My decision to leave ABC Company is final. I appreciate all that you have done for me in the past, and hope that we can maintain a cordial, professional relationship in the future.

Sincerely,

Sample Two

Dear Boss,

Please accept this letter as my official notice of resignation. I appreciate the work we have been able to accomplish together at (company name), but I have now made a commitment to another organization, and plan to begin with them in two weeks.

Know that it is my intention to work diligently with you to wrap up as much as possible in the next two weeks to make my resignation as smooth as possible. If you have any suggestions on how we can best accomplish that goal, I hope you will share your thoughts with me, as I am eager to leave on the most positive note possible.

Sincerely,