

So, you've made the decision to move on from your current gig and it's time to write that resignation letter. Don't worry, it's not as intimidating as it might seem. A standard resignation letter is a simple and professional way to let your employer know that you're moving on.

Here are a few tips for crafting a standout letter of resignation:

- Keep it brief and to the point. Your employer doesn't need a lengthy explanation for your departure. Simply state that you are resigning and provide your last day of work.
- Be gracious. Even if you're leaving for negative reasons, it's important to keep the tone of your letter positive. Thank your employer for the opportunity to work for the company and for any skills or experiences you gained during your time there.
- Use formal language. While you don't need to use overly formal language, it's important to keep your letter professional. Avoid using slang or overly casual language.
- Proofread. It's essential to double-check your letter for spelling and grammar errors. A resignation letter with mistakes reflects poorly on your attention to detail and professionalism.
- Provide your contact information. It's a good idea to include your email and phone number so that your employer can easily get in touch with you if needed.

When it comes to writing a standard resignation letter, it's important to keep in mind that this document is a formal way to inform your employer of your intention to leave your job. As such, it's essential to maintain a professional tone and to present your reasons for resigning in a clear and concise manner.

While it's not necessary to go into great detail about your

reasons for leaving, it is important to be gracious and to express your gratitude for the opportunity to work for the company.

A standard resignation letter should also include your last day of work and any other relevant information, such as your contact information and an offer to assist with the transition period. A well-written standard resignation letter serves as a simple and straightforward way to wrap up any loose ends and to ensure that you leave your job on a positive note.

What is a Standard Resignation Letter?

A standard resignation letter is a formal document that informs your employer that you are leaving your job. It should include the date of your last day of work and a brief explanation of your reasons for resigning.

See below for a free template for a standard resignation. This template is 100% free for personal use only.

Free Standard Letter of Resignation Template

[Date]

[Employer's Name]

[Employer's Address]

Dear [Employer's Name],

I am writing to formally resign from my position as [Position] at [Company]. My last day of work will be [Date].

I have greatly appreciated the opportunity to work with such a

talented and dedicated team at [Company]. I have learned a great deal and have grown both personally and professionally during my time here. However, I have decided that it is time for me to move on and explore new opportunities that will allow me to continue to grow and develop.

I am committed to ensuring a smooth transition of my responsibilities before my departure. I will work closely with my colleagues and supervisor to ensure that all of my projects are completed and that my duties are properly handed over. If there is anything else I can do to assist with the transition, please don't hesitate to let me know.

I want to express my sincere gratitude for the support and guidance you have provided me during my time at [Company]. I have greatly valued the opportunity to be a part of such a fantastic team and will always look back on my time here with fondness.

Sincerely,
[Your Name]

Standard Letter of Resignation Template Filled Out

January 1, 2023

Acme Inc.
123 Main Street
Anytown, USA 12345

Dear Acme Inc.,

I am writing to formally resign from my position as Marketing Manager at Acme Inc. My last day of work will be January 31, 2023.

I have greatly appreciated the opportunity to work with such a talented and dedicated team at Acme Inc. I have learned a great deal and have grown both personally and professionally during my time here. However, I have decided that it is time for me to move on and explore new opportunities that will allow me to continue to grow and develop.

I am committed to ensuring a smooth transition of my responsibilities before my departure. I will work closely with my colleagues and supervisor to ensure that all of my projects are completed and that my duties are properly handed over. If there is anything else I can do to assist with the transition, please don't hesitate to let me know.

I want to express my sincere gratitude for the support and guidance you have provided me during my time at Acme Inc. I have greatly valued the opportunity to be a part of such a fantastic team and will always look back on my time here with fondness.

Sincerely,
John Smith