

Below is a sample resignation letter you may want to employ in crafting your own letter.

Remember, you should send a hard copy of your resignation to AT LEAST TWO employees within your current organization, one of them to Human Resources, the other to your immediate manager. You can copy anyone else who has been particularly helpful to you in the organization in the role of mentor, etc. Once the resignation letter has been submitted and received, you should contact your immediate manager to confirm your decision to leave. At this delicate point in the process, be prepared for anything: anger, tears, counteroffer, or a request to clear out your desk and be gone by the end of the day.

This in mind, be sure to conduct yourself professionally at all times. Do NOT enter into any "company bashing" as part of your resignation. You may have been with your current company for many years, and I'm sure you feel they've been good to you all things considered. This is a new opportunity with our client which is exciting and hopefully a terrific step for you, but that shouldn't take away from the experience and opportunity that your current employer has afforded you in the past.

I need you to call me within two hours of your resignation to let me know that you've completed it and come out "the other side unscathed." If I am unavailable, please leave a detailed voicemail with any thoughts, issues, or emotions that are important to convey.

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Dear \_\_\_\_\_:

Please accept my resignation effective on or before...(two weeks maximum). I have been offered and have accepted a new and very attractive position I feel will be an important step in my career path. A great deal of careful thought has gone into this decision and now, because of the commitments made, the decision is irreversible.

I would like to thank you for all you've done for me during my tenure at \_\_\_\_\_. I've enjoyed my association with you and very much appreciate the invaluable experience I have gained here.

Sincerely,