



HOW TO WRITE A RESIGNATION LETTER

When structuring your resignation letter, you want it to be professional so that you can maintain the positive relationships you've created at your place of work.

Here are some reasons you may choose to resign:

- Leaving a part-time job for an internship opportunity
- Changing career paths
- Pursuing an opportunity with higher pay
- Desiring a better work environment
- Relocating to a different city
- Accommodating to a family/life change

Whatever the reason, you want to leave your relationship with your employer neutral at worst, positive at best. Review our recommendations below, before proceeding with your resignation.

Considerations for the resignation process:

- Determine the best time to resign/leave a position. If you're actively seeking new work, it's considered best practice to wait until you've secured a new role before you leave your current one to avoid employment gaps.
- Provide at least two weeks' notice when leaving a job (preferably longer; double check requirements with HR). Specify a date and state your intentions clearly. Note that some companies may ask you to terminate employment on the day of your resignation. If you've signed a contract or if your position is tied to a scholarship/tuition reimbursement, please consult your administrators first.
- Resign in writing (email or printed letter) to avoid miscommunication. Avoid emotional language.
- Inform your manager of your plans before telling any other colleagues.
- If leaving for a competitor, review and heed any agreements regarding intellectual property.
- Finish projects and/or document progress on your assigned tasks. Leave organized files for the next employee. Offer to train your replacement, if possible.
- If asked about your reasoning, you can either say that you prefer not to discuss the situation or explain that this position no longer fits your career goals and growth. If you decide to state your reasoning or are questioned, remain positive and professional. Try to focus on what the positive outcomes of the change will be, rather than what led to your decision.
- Request a letter of referral, as long as all communications go smoothly and professionally.
- Update your LinkedIn profile and resume when you transition out of a company/role.

Sample Letter —>

SAMPLE RESIGNATION LETTER

Letter to the supervisor

Month Day, Year

Dear [supervisor's name],

Please accept this letter as my formal resignation from [Company Name]. My last day will be [date], two weeks from today. I am grateful for all of the opportunities I have been given during my time here, and value [list skills that you have learned].

To help with the transition, I will be working to wrap up my tasks over the next two weeks and will make sure my team has a full understanding of where I am leaving off. I will also leave all necessary documentation.

I would like to thank you again for the knowledge and experience I have gained through working here, as well as the time spent with my team and the professional relationships I've built. I would love to stay in touch [optional to include personal email address, phone number, or LinkedIn], and wish you and [Company Name] all the best for the future.

Sincerely,

Your Name/Signature

Letter to colleagues

Dear [team/individual names],

I'm writing to let you know some bittersweet news. My last day with [company name] will be [date]. [Optional to include where you will be going]. I am grateful for all of the opportunities I have been given during my time here.

To help with the transition, I will be working to wrap up my tasks over the next two weeks and will make sure to let you know where I am leaving off.

I would love to stay in touch [optional to include personal email address, phone number, or LinkedIn], and wish you all the best for the future.

Sincerely,

Your Name/Signature

If you need help with crafting or proofreading your letter, please email careerengr@umd.edu for assistance from an engineering career advisor.