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Template for an employee to use to resign and give notice. Free to use. You can copy and paste the template text into an email or document. Template [Today's date] Dear [name of manager], Please accept this as notice of my resignation from the position of [your job title] at [Business or organisation name]. [Optional] Since my notice period is [X weeks/months], I believe my last day will be [date]. Please let me know if that is incorrect. [Optional] Please let me know how much accrued holiday and pay I am owed. [Optional – adapt this for your personal circumstances and relationship] Thank you for the support you've given me during my time at [Business or organisation name]. Please let me know if there's anything you need from me before I leave. Yours sincerely, [Your name] Advice on notice periods You can find out how much notice you'll need to give in our advice on notice periods. If you're resigning because you feel you have no other choice because of something your employer has done, this can change how much notice you need to give. To find out more: read our advice on constructive dismissal contact the Acas helpline Download this template If you need the template in a different format, email digital@acas.org.uk. Kim Isaacs, Monster contributor A resignation letter can smooth any wrinkles in your exit. Great news! You found a new job on Monster and are super-thrilled – way to go! There's one order of business you need to take care of before you start mentally decorating your new desk. You need to resign from your current job, which means you need to learn how to write a great resignation letter telling your current boss that you're leaving. Slightly awkward? For sure. But employees resign all the time in every business and in every industry around the world. Nobody expects you to stay in one job forever. Whether or not you're leaving on good terms, it's proper protocol to submit a letter of resignation. Keep your cool. You might be tempted to quickly write a simple resignation letter and move on, but this formal goodbye is worth further consideration. While the purpose of the resignation letter is to inform your employer that you're quitting, you can use it as an opportunity to build relationships and resign on a positive note (no pun intended). What Is a Resignation? A resignation is the act of leaving your job. A resignation letter expresses your intention to leave the company you currently work for. Should You Write a Resignation Letter? You should write a resignation letter because it's the professional thing to do, whether you work at a hospital or a coffee shop. A resignation letter officially gives notice to your boss that you're leaving the job and someone else will need to be hired to replace you and take on your responsibilities. Simply put, don't resign without one. What Is a Two Weeks' Notice Letter? A two weeks' notice letter is essentially the same thing as a resignation letter. (It's more professional-sounding than "quit letter" and "job leaving letter," don't you think?) This letter announces your intent to resign from the company and says you will remain in your position for another two weeks before leaving. Two weeks is the standard amount of time from when you announce you're leaving to your last day at your job. How to Write a Resignation Letter It goes without saying that you can't just write, "I resign. Bye." There's a formal outline to follow for a letter of resignation, but it's not as imposing as you may think. You don't need to write a lot or give excessive detail—you just need to tell your boss that you intend to resign, add a few key points, and then respectfully wrap it up. Keep your resignation letter to one page and make sure it includes the following: a statement of intent that you will be leaving your job the name of your official staff position the date of your last day on the job gratitude to your employer for hiring you a highlight of your time there (optional) an offer to train your replacement well wishes for the future of the company your contact info Resignation Letter Example If you're still a little shaky on what to say and how to write a resignation letter, use this resignation letter template to see how the above points are incorporated. Notice how the intent to resign is stated in the very first sentence—no flowery introduction or greeting is necessary—and the tone is friendly but formal. Roberta Jones 18 Hillside Road | Sometown, MA 55555 | Phone: 555-555-5555 | jones@somedomain.com [Date] Ms. Joyce Michaels CEO ABC Company 15 Main St. Sometown, MA 55555 Dear Joyce, Please accept this letter as notice of my resignation from my position as staff accountant. My last day of employment will be [date]. I received an offer to serve as senior accountant of a Fortune 500 company, and after careful consideration, I realize that this opportunity is too exciting for me to decline. It has been a pleasure working with you and your team over the last three years. One of the highlights of my career was collaborating with you to automate ABC Company's accounting, financial and balance systems and setting up your accounting infrastructure. Your company is poised for continued growth and I wish you much success with your upcoming acquisition of XYZ Company. I would like to help with the transition of my accounting duties so that systems continue to function smoothly after my departure. I am available to help recruit and train my replacement, and I will make certain that all reporting and records are updated before my last day of work. Joyce, thank you again for the opportunity to work for ABC Company. I wish you and your staff all the best and I look forward to staying in touch with you. You can email me anytime at jones@somedomain.com or call me at 555-555-5555. Sincerely, Roberta Jones Get Ready to Hand in Your Resignation Letter If you never wondered how to write a resignation letter, it's best you give it some of your time. It's highly likely the time will come in your career when you decide to resign. Hopefully it'll be because you got offered a great new position somewhere else. Do you have your fingers crossed that that opportunity comes sooner rather than later? Create a profile with Monster for free. You can get customized job alerts emailed to you, plus you get access to loads of awesome resources that can help your career advance. Before you know it, you'll need to write a resignation letter of your own. Have you accepted an offer and wondering how to write a resignation letter? You've come to the right place. You want to end on good terms if at all possible when writing a resignation letter. During my time as a technical recruiter, I have read many resignation notice letters. It's a part of the business world and happens on a daily basis. You want to strike the right tone and balance when you write a two weeks notice. With that in mind, I will go over a step-by-step resignation template letter you can use and provide examples of resignation letters. Why Write a Resignation Letter? When quitting a job you should write a resignation letter as a professional courtesy. This professional resignation letter gives an official notice period to your current employer that you're leaving the position. It also informs the manager that a replacement will be needed to take over the job's duties and responsibilities. Don't give short notice to your employer when quitting for a new job, be professional. Formal Resignation Letter Check List A good resignation letter should include the following at a minimum. Current Date Company name, and address Statement of resignation State what your last day will be A two weeks notice period Your job title Your appreciation for the opportunity An offer of help during the transition period Your name and signature 3 Step Sample Resignation Letter Example Template Professional resignation letters require no creativity or long thought out processes. Just make sure they are written in a professional manner. You want to leave your current job on the best terms you can. Leaving on a positive note if possible is ideal. When you resign from your position you will most likely have a conversation with your boss during an exit interview. This is a good time to go over your reasons for leaving if you so choose. It is important to remember that you made need your boss as a reference someday so avoid writing anything controversial, vulgar, or offensive. Give the manager two weeks' notice to find a suitable replacement for your position. Never burn a bridge because you never know when you may need it down the employment road. [Today's date] [Company Name] [Company address] [City, State, Zip] [Your Manager's first name], This letter is to inform you of my intention to resign from my position as [current position title] with [company name]. This will be effective two weeks from today [current date] 2. Thank You Employer For The Opportunity It's never a bad idea to say thank you for the job opportunity. It shows class and professionalism. You can mention positive relationships, as well as things you have learned and enjoyed while working at the job. Even if you hate your job it's still good to say thank you. This warrants repeating you may need your manager as a reference down the road. Stay on good terms even if a potential reference is the only reason. Great companies check references with former managers. A glowing recommendation from a previous boss could make a difference. I appreciate the time I spent working here as a [position title]. I have learned a lot in the role such as [list some skills learned or responsibilities]. I know the knowledge gained here will be an asset to me throughout my career and I'm thankful for the opportunity. 3. Offer To Help With The Transition Period You don't want your last two weeks on the job to be awkward if possible. Keep the lines of communication open and offer to assist during the transition period. State you will wrap any work that you can and be ready for the hand-off of your work when the time comes. I would be happy to help train new team members if needed. I plan to complete my duties during my last two weeks to the best of my abilities. If there is anything I can do to help aid in the transition please let me know. I hope to stay in touch in the future and wish the company continued success going forward. Sincerely, [Your Handwritten Signature] [Your full name] Example Resignation Letters With Two Weeks Notice Below are a few sample resignation letters you can read that will aid you in writing your own personalized formal notice. These resignation example letters should give you a few ideas to work off of. Example Resignation Letter #1 10/29/2021 Gears and Widgets Inc 123 Engineering Lane Atlanta, GA 30303 Kevin, This letter is to inform you of my intention to resign from my position as Senior Mechanical Engineer with Gears and Widgets Inc. This will be effective two weeks from today 10/29/2021. I appreciate the time I spent working here as a senior mechanical engineer. I learned a lot in the role such as new top-down assembly design methods in SolidWorks. I enjoyed finding new ways to be an effective engineer when working on projects. I know the engineering knowledge gained here will be an asset to me throughout my career and I'm thankful for the opportunity. I would be happy to help train new team members if needed. I also will complete my duties during my last two weeks to the best of my abilities. If there is anything I can do to help aid in the transition please let me know. I hope to stay in touch in the future and wish the company continued success going forward. Sincerely, John Smith Resignation Letter Example #2 6/17/2021 Developer Central Inc 123 Software Lane Dallas, TX 75201 Dear Jennifer, I'm writing to inform you of my resignation from the position as a .NET Software Developer with Developer Central Inc. This will be effective two weeks from today 6/17/2021. I appreciate the time I spent working here as a .NET Software Developer. I have learned a lot in the role while developing a better understanding of C#. I know the experience and knowledge gained here will be an asset to me throughout my career and I'm thankful for the opportunity. I would be happy with the transition period and will wrap up my work during my last two weeks. I appreciate your advice over the years and hope to stay in touch in the future. I wish you and the company the very best going forward. Sincerely, Sarah Richards Is It Ok To Resign By Email? You should not resign by email. The professional way to resign from a job is to hand-deliver a signed resignation letter in person to the appropriate individual. However, if you're working remotely an email using the template above may work depending on the situation. Can You Handwrite A Resignation Letter? You should type out a resignation letter and sign it with your handwritten signature. This is because it will be easier to read. You can however handwrite the letter if you wish to do so. "Written communication" means you have to leave a paper trail of documentation. Rather than use an email or fax you should deliver a real piece of paper to be on the safe side. Certain jurisdictions may have different laws depending on where you live. Should you have concerns you can always consult an expert such as an attorney. Conclusion When debating on how to write a resignation letter you should consider doing the following. The best way to resign would be to type a letter, print it, then sign it and deliver it to the appropriate person. If your human resources department has certain guidelines when resigning then follow those. Good luck in your new position. Thinking about quitting but you haven't found the right opportunity? Reach out to our engineering staffing agency or give our software developer recruiters a call today. Page 2 Architecture is an all-inspiring field with an ability to create striking and purposeful buildings and connect with communities through impactful designs. However, to be a successful architect, it takes time, self-refinement, practice, and persistence, especially after you begin your career. Staying up-to-date with the current trends, polishing your skills, and having industry-specific knowledge are some other aspects you need to refine and stand out in the stiff competition. Besides implementing what you've learned from architecture school, here are some essentials you need to work on as an architect. 1. Math and Related Knowledge The concepts of mathematics, physics, and geometry can give you an edge in effectively tackling certain challenges during designing buildings. Knowledge gained from these fields will also help you in expressing your creative freedom while providing smart solutions for the issues that arise. You need to improvise instead of relying on only tested methods and techniques. Let's say you're designing a commercial building that needs to be energy-efficient and earthquake-resistant. The knowledge you gain from these disciplines can be used to effectively design complex structures like these. Furthermore, your material knowledge should be top-notch. Architects should be well-versed in the usage of different materials in construction, their advantages, disadvantages, and their ability to endure stress. Material knowledge is crucial in designing safe and durable buildings. 2. Exploring Concepts As mentioned, architecture is all about creative freedom. Exploring different ideas and tapping into abstract thinking is what makes an architect stand out. Developing your approach to carrying out the project will only be possible when you have thoroughly analyzed the construction site and can ignite your abstract thinking and brainstorming abilities. Maintain a conceptual approach when designing, as it makes sure each step you take is meaningful. From reviewing the environmental design of the project to selecting feasible materials for construction, thinking conceptually is imperative. What you perceive from conceptual thinking will define the originality of your project. 3. Design Rendering In this tech-oriented era, it is necessary to improve your skills in design rendering and architectural drawing. Plenty of software is available ranging from 3D rendering to making simple 2D drawings. AutoCAD is a popular software used by the industry in creating plan section drawings. However, when it comes to 3D rendering, professional assistance might be necessary. While you can find many companies providing 3D rendering services, only pick the services that specialize in interior rendering so you can achieve photo-realistic results. After all, the purpose of 3D rendering is all about portraying your projects and ideas in the best manner possible. Nonetheless, work on improving your computing skills because you can better visualize your concepts than yourself! 4. Improve Communication Architects have to maintain communication between different stakeholders. From dealing with clients to working closely with the site engineer, maintaining communication is key. Effective communication ensures that your team understands your design goals and implements them effectively. It is best to get your team onboard and explain the project demands so everyone can improvise to achieve the best possible outcomes. 5. Be Inspired Learning from architecture about different periods is critical. The concepts of modernism, structuralism and contemporary styles are often inspired by architectural heritage. Traveling around to explore mesmerizing architectural constructions is an excellent way to get inspired as most modern concepts, designs, and ideas use a framework similar to these historical marvels. Architects are known to be creative and provide practical solutions in terms of design. Traveling more often to these places will increase your creativity and let you tap into new ideas and approaches. 6. Construction Laws and Regulations Staying up-to-date with the current laws and regulations about constructing buildings is necessary. Knowing these regulations will assist you in finding out information like the size and number of windows you could install in a building. Only a few construction laws are directly related to the architect's work but knowing this information will surely improve the way you design buildings. Pursuing a career as an architect is indeed rewarding for those who are not indifferent to their profession. Some architects find designing luxury homes interesting whereas others might prefer designing commercial buildings. Since there are a variety of projects, finding where your passion lies will define the work you do. Whether you're an aspiring architect or have already created a footprint in the market, learning relevant things to improve your work-related outcomes is the way forward. Besides the things mentioned above, plenty of other skills can be honed like practicing time management, following a code, and focusing on providing quality services will always aid in making an impact through your designs. Page 3 We all want to take our businesses to the next level, and you can do just that by hiring a coder. These computer-savvy techies can do everything from working at an IT service desk to creating digital products, but is there any reason why employers should favor bootcamp graduates? Why Employers Should Hire Coding Bootcamp Graduates According to multiple studies, coding bootcamp graduates have a placement rate of 74% to 90%, so it's clear that other employers see them as valuable employees. Here's why. 1. Coding Bootcamp Graduates Have Past Experience The average coding bootcamp graduate is in their 30s, meaning they have many years of experience in other industries. More likely than not, bootcamp graduates are switching careers. Instead of hiring someone new to the workforce, you could onboard a workplace veteran. Even if their personal experience doesn't have anything to do with coding, they can still bring something new to the table that other coders may not be able to offer. For example, a teacher turned coder can help with the recruitment process, as they can teach hires about their role. 2. Coding Bootcamp Graduates Have a Growth Mindset Coding bootcamps are immersive experiences. In order for students to thrive, they need to adopt a growth mindset that focuses on mastering complex tech concepts independently. For example, a full stack web development course from Altcademy is 25 weeks long, which is 23 weeks shorter than a bachelor's degree course if you don't account for breaks or time-off. Students have to work very hard to finish a bootcamp within a reasonable time frame, as coding subjects are often challenging. By hiring a bootcamp graduate, you're choosing someone who's dedicated several months to perfect their code and persevered despite their many mistakes. 3. Coding Bootcamp Graduates Have Needed Soft Skills Employers often underestimate the value of soft skills in careers that require independence. But if your coders have to collaborate on projects, they'll need to possess strong communication and teamwork skills. For this reason, pair programming is an essential part of boot camp curriculums. Pair programming helps coders communicate their ideas out loud, make compromises on projects, and gets them familiar with team-based goal setting. A programmer can still be shy, but they at least need to be able to express their needs and work with their coworkers effectively. 4. Coding Bootcamp Graduates Have Practical Skills Earning a bachelor's degree is still essential for many roles. However, a computer science major has to take a lot of courses that aren't applicable to their new role or the tech industry. But that's not even the worst part. Professors don't often have the authority to change their curriculums, meaning most of what's taught is out of date. That's a big problem for coders. On the other hand, coding bootcamp graduates only learn the most up to date skills for their industry. Students graduate with a broader understanding of computers, the workplace, and the projects they're going to work on, but the same can't be said for college or university graduates. 5. Coding Bootcamp Graduates Have to be Learners It isn't easy to upgrade your skills, but if you can find employees who are willing to do it anyway, you'll create a future-proof workforce. Coding bootcamp graduates have already shown that they're eager to put their nose to the grindstone and upskill despite time or money constraints. When you hire a bootcamp graduate, you're bringing someone onboard who understands the importance of the pursuit of knowledge. Plus, bootcamps equip students with the skills they need to keep learning about their field after graduation, which is absolutely essential in tech.

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