

# Professional Resignation Letter Outline

## 1. YOUR CONTACT INFORMATION

- Your Full Name
- Address
- Phone Number
- Email Address
- Date

## 2. EMPLOYER'S CONTACT INFORMATION

- Manager's Full Name
- Company Name
- Company Address

## 3. SALUTATION

- Dear [Manager's Name],

## 4. OPENING STATEMENT

- State your intention to resign
- Mention your position and the effective date of resignation

## 5. REASON FOR RESIGNATION (OPTIONAL)

- Brief, professional reason (if desired)

## 6. APPRECIATION

- Thank your employer for opportunities and experiences

## 7. OFFER ASSISTANCE

- Offer to help with a smooth transition

## 8. CLOSING

- Professional closing phrase (e.g., Sincerely)
- Your signature (if sending a printed letter)
- Your typed name