

Resignation Letter Sample

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I would like to inform you that I am resigning from my position as Account Executive for the Smith Agency, effective August 1.

Thank you for the opportunities for professional and personal development that you have provided me during the last three years. I have enjoyed working for [name of organization] and appreciate the support provided me during my tenure with the company.

If I can be of any help during this transition, please let me know.

Sincerely,
Your Signature
Your Typed Name

Remember:

- This follows a traditional letter format
- It should always be typed and printed out, never emailed. Keep a copy for yourself
- Always give your employer at least two weeks notice from when you deliver this to your supervisor

Resignation Letter Guidelines

John A. Hoschette



Resignation Letter Guidelines:

A Practical Guide To Business Writing Khaled Al-Maskari,2012-11-28 Nowadays letters reports and emails are vital components of business practice Communication is increasingly global but it s not any easier to understand or contribute to for non fluent English speakers There is increasing pressure to be able to produce effective documents for a business environment but little help out there to do so efficiently resulting in wasted time and uncomfortable business communication This book provides a wealth of practical information for any person who aims to produce short effective documents within the work environment It offers sensible valuable and helpful rules for producing effective short reports memos letters and e mails that are clear concise and easy to read for the busy manager or supervisor working in the demanding setting of modern industry or commerce But it goes further not only are rules provided for the inexperienced business writer but models are proposed which provide solutions for a whole host of business situations providing help support and encouragement for the many thousands of business writers who need to feel confident in their writing 101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone,2010-03-24 Whether you re addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it s easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues **Practical Guide to Labour Management** H.L. Kumar, A Sender's Guide to Letters and Emails Chandana Kohli,2014-01-05 Wondering how to word a key official letter Searching for the right way to write an email to an important client Thinking about how to convey what you want on an important occasion Your business and personal communication letter and email guide is here In today s world where a lot depends on the quality of your communication how you approach it is more important than it has ever been Daily communication happens more often than not without a personal interface and this makes the letter or email an extremely important tool to convey your personality skills and ideas effectively and succinctly Despite changes in the medium and the form the letter continues to be the driving force of all kinds of communication official or personal This book will help you communicate more cogently and confidently and guide you through situations where you might find it difficult to communicate in writing Learn how to write suitable

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Guide to the Presidency Michael Nelson,2015-05-01 The Guide to the Presidency is an extensive study of the most important office of the U S political system Its two volumes describe the history workings and people involved in this office from Washington to Clinton The thirty seven chapters of the Guide arranged into seven distinct subject areas ranging from the origins of the office to the powers of the presidency to selection and removal cover every aspect of the presidency Initially dealing with the constitutional evolution of the presidency and its development the book goes on to expand on the history of the office how the presidency operates alongside the numerous departments and agents of the federal bureaucracy and how the selection procedure works in ordinary and special circumstances Of special interest to the reader will be the illustrated biographies of every president from Washington to the present day and the detailed overview of the vice presidents and first ladies of each particular office Also included are two special appendices one of which gathers together important addresses and speeches from the Declaration of Independence to Clinton s Inaugural Address and another which provides results from elections and polls and

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strengthen your legal aptitude Aravind Rao's Law Guide serves as the ultimate resource to help you succeed in your LAW CET journey Guide to the Presidency and the Executive Branch Michael Nelson, 2012-08-13 This comprehensive two volume guide is the definitive source for researchers seeking an understanding of those who have occupied the White House and on the institution of the U S presidency Readers turn Guide to the Presidency and the Executive Branch for its wealth of facts and analytical chapters that explain the structure powers and operations of the office and the president's relationship with Congress and the Supreme Court The fifth edition of this acclaimed reference completes coverage of the George W Bush presidency the 2008 election and the first 3 years of the presidency of Barack Obama This includes coverage of their handling of the economic crisis wars abroad and Obama's healthcare initiatives The work is divided into eight distinct subject areas covering every aspect of the U S presidency and all chapters in each subject area have been revised and updated Origins and Development of the Presidency including constitutional beginnings history of the presidency and vice presidency and presidential ratings Selection and Removal of the President including the electoral process a chronology of presidential elections removal of the president and vice president and succession Powers of the Presidency including the unilateral powers of the presidency and those as chief of state chief administrator legislative leader commander in chief and chief economist The President the Public and the Parties including presidential appearances the president and political parties the president and the news media the presidency and pop culture public support and opinion and the president and interest groups The Presidency and the Executive Branch including the White House Office the Office of the Vice President supporting organizations the cabinet and executive departments presidential commissions and executive branch housing pay and perquisites Chief Executive and Federal Government including the president and Congress the president and the Supreme Court and the president and the bureaucracy Presidents their Families and Life in the White House and Beyond including the daily life of the president the first lady the first family friends of presidents and life after the presidency Biographies of the Presidents Vice Presidents First Ladies This new volume also features more than 200 textboxes tables and figures Major revisions cover the supporting White House organizations and the president's role as chief economist Additional reference materials include explanatory headnotes as well as hundreds of photographs with detailed captions

TOMORROW IS TODAY, A behavior modification methodology, guide, and workbook to manage the job search process Lawrence D. Alter, 1901 This 240 page workbook is a highly effective no nonsense self marketing instrument to facilitate and manage the entire job search campaign Contained in its pages are all the tools and information necessary to help your terminated employee win and keep their next job Whether or not you provide Outplacement support to your separated employees our workbook would be an excellent tool to augment their job search It provides a complete resource to help the discharged worker achieve and keep their next position FINDING A JOB IS HARD WORK It has been estimated that as many as one out of every three workers attempts to change jobs annually in the United States Out of a labor force of 153

million that represents almost 50 000 000 job seekers who are seeking new employment each year As a result the job search process is highly competitive at all levels It can be lengthy frustrating prejudicial and unfair Older more traditional job finding techniques have become less productive The traditional resume no longer has the same impact in generating the all important and often elusive interview Both the Wall Street Journal and USA TODAY have highlighted the fact that only about 15% of all professionals find a new position through responding to published advertisements or online postings another 10% through placement agencies or search firms and only 5% through unsolicited direct mail Why then would anyone focus 90% of their time and effort in areas that represent only about 30% of all potential opportunities It is not uncommon for 200 300 people to respond to help wanted advertisements Yet seldom do more than 6 to 10 people achieve interviews and after an often lengthy process only one person gets the job Everyone else starts the whole process again Older Americans women and minorities can often face an even more difficult road due to unspoken but ever present biases There is a better way Tomorrow Is Today dispels the myth that the most qualified candidate always gets the job It points out that the person who is hired is usually the one who is liked the best This book can be a major factor in how you differentiate yourself from other candidates when the hiring decision is almost always based upon subjective factors such as the individual s personality style body language and manner of being interviewed It is an invaluable resource in helping you to achieve your next position with added features that assist in effectively managing both career growth and family issues

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