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Simple resignation letter template nz

How to write a simple resignation letter. Resignation letter nz example. 30 day resignation letter example. Resignation letter template example.

SAMPLE RESIGNATION LETTER

Date:
Name:
Your Phone Number:
Your Email:

Dear Mr./Ms. Last Name:

Please accept this letter as formal notification that I am leaving my position with the Sweet Liberty NYZ department on X DATE.

Thank you for the opportunities you have provided me during my time with the department.

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

Sincerely,

Your Signature
Your Typed Name

Student Handbook Page 8

How to write a resignation letter nz.

What to say in your resignation letter, with templates and examples. What's on this page? Once you know you're leaving a job: let your manager know in person, so they're not surprised send them a formal resignation letter. Your letter should be brief. You don't need to explain why you're resigning.If you've got a good relationship with your employer, mention how your time at the company has benefited you.Always keep your letter positive. It's best to leave on good terms in case other employers want to check on your employment history. In your resignation letter, state: your role in the organisation that you're resigning from this role the last day you'll work. Use our example to help you write your resignation letter. Resignation letter example (Word - 17KB) Updated 28 Jul 2023 An employee can resign at any time. The resignation process starts with the employee handing in their notice.Employees can download and edit this letter to give notice in writing:Resignation letter template [DOCX 19KB]The employer then: checks the employment agreement to confirm the notice period clause accepts the resignation request calculates the employee's final pay collects company property. They may also give the employee an exit interview, but this is optional.When an employee wants to resignAn employee can resign at any time by notifying the employer that they will be leaving, and giving them the correct notice period. Most employment agreements state that notice has to be in writing, and even if it isn't required, the employee should put it in writing to avoid misunderstandings. If you want to resign and are unsure of your notice period, ask your employer.You can give notice in writing using a Resignation letter template [DOCX 19KB]When the employer receives notice of resignationEmployer confirms notice periodWhen an employee gives notice of resignation, the employer should first check their employment agreement to make sure that they have given the right amount of notice.The employer can agree with the employee that they don't have to work out their notice period.Employer accepts resignation requestAccepting a resignation request is not a formal requirement. Once the employee has given the correct notice in their employment agreement, the employer can't stop them from leaving at the end of their notice period. Accepting notice is acknowledging that the employee is resigning. Employers who think that an employee has resigned should make sure that resignation is what the employee intended.If an employee has resigned verbally, it's a good idea to get them to put it in writing with the date they propose to finish. You can then follow up by accepting their resignation in writing. You may wish to meet with them first to discuss.Unintended resignation and cooling-off periodAn employee might resign or say something that could be interpreted as a resignation, in the heat of the moment, for example, following an argument or when they are emotionally distressed.What an employee should doIf an employee thinks that there is any chance that their employer might think they have resigned, when they haven't, or don't really want to, they should talk to their employer and correct this misunderstanding as soon as possible.

First, Lastname
Your address
City, State, Zip code

Your title name
Company's address
City, State, Zip code

City, Monday, September 18th

Registered letter with acknowledgment of receipt

Dear Boss,

I inform you that I just accepted a job with a permanent contract.

I will spare you of my decision to resign from my duties (specify) I accept as part of a business contract from the date to your company.

Given the notice of (specify period) agreed in my contract of employment, my resignation will take effect from (specify date).

I remain at your disposal for a possible interview and please accept, Madam, my best regards.

Your Signature

If they don't do this within a reasonable time then it may be reasonable for the employer to act on the basis that they have resigned.What an employer should doAn employer should always check with the employee whether they intend to resign. If it is a potential heat of the moment situation, the employer should allow at least 24 hours for the employee to cool off before they ask the employee to confirm whether they do want to resign. This will give the employee time to calm down and reflect and then: withdraw their resignation confirm that they didn't intend to resign confirm that they did intend to resign. The employer should ask the employee to confirm what they want to do in writing. Accepting a heat of the moment resignation could have a negative effect on your business. For example, if you accept the resignation while investigating either an alleged misconduct or performance situation, your organisation could face a claim of constructive dismissal if handled incorrectly. The employer must not just assume that the employee intended to resign in this situation. Download our Resignation Letter Template Quitting your job can be daunting. While you may be looking forward to your new role, you must break the news of your impending departure to your manager and prepare a formal resignation letter. This letter sets the tone for your notice period and must be professional, positive and gracious. If you plan to ask your current manager to act as a reference, this letter can help end your employment positively. Following the right format is therefore essential for this formal document. Once you have accepted your new job offer and signed the contract, your most urgent task is to inform your manager of your intention to leave. After verbally breaking the news to your manager, you must communicate your resignation in writing, in either the body of an email message or as an attached letter. This written communication acts as a formal document stating the date from which you wish your notice period to begin and when your last day of employment will be. If you're used to communicating with your manager via emails, instant messages, or informal calls, then writing a formal notification of your resignation might feel unnatural. However, since your resignation letter will be kept on file by your HR department, it must be structured professionally. I would like to thank you for the opportunities that I have been given in this role, I have thoroughly enjoyed working as part of your team. I've had many great experiences while working at [organisation] that I am particularly grateful for, such as the opportunity to develop my X skills during Y project, and being given responsibility for Z. I wish you and the team all the best for the future - I hope we can stay in touch. Below you can download our simple resignation letter template and additional advice. When writing your formal resignation letter, address it to the right person. This is either your current line manager or the HR department. Writing "To whom it may concern" is unprofessional. A resignation letter provides formal evidence of your departure from your existing job. From your point of view, this letter enables you to detail the effective date of your resignation, the number of weeks' notice you are required to give and the intended date of your last day at work. This ensures you have made your exit clear to your employer. Make sure you keep a copy of your letter of resignation for your own records. It's also important to explain that you're thankful for the position you've held with your employer and the opportunities you've been given. Show your gratitude to your manager and the organisation. You may like to share that you've learned a lot and thank them for their personal support. If you are leaving your role for negative reasons, such as a lack of progression or a poor relationship with your manager, your resignation letter is not the place air your grievances. Therefore, do not be cold in your tone or cite the reasons for your departure. If you do have concerns about the organisation, your job or the workplace culture, your exit interview is the place to voice them. Even then, however, your feedback should be directed in a way that can be constructive for your employer. Don't be vague about your final day of work. Clearly state your last day so your employer can plan effectively for the handover period and beyond. This also avoids future disputes over your finishing date. Now that your resignation letter is ready, you need to plan when and where you'll verbally resign.

Basic Retail Resignation Letter

151 Kauri Rd
Wellington
(04) 444 4444

19 October 2016

Ms Boss
Market Research Manager
Marketing Insights Ltd
106 Branding Road
Auckland

Dear Ms Boss

I wish to inform you that I am resigning from my position as market researcher for Marketing Insights Ltd. My last day of employment will be November 16, 2016.

I have accepted an offer of employment at Every Opinion Counts Co. as a senior research analyst. Taking up this offer was not an easy decision to make but I felt I was ready for a new challenge in my career.

Thank you for the many opportunities I have had with this organisation. I've enjoyed being part of your team and have worked alongside some excellent people. I also appreciate the way you have supported me in my personal and professional development over the past 5 years.

Best wishes to you and the company for the future. I hope that you are happy to act as a referee for me if the occasion arises. Please let me know if I can be of assistance during the transition of the new market researcher.

Yours sincerely

Tracey Towers

Book a face-to-face meeting with your manager, either in person or remotely. Once you verbally communicate your intention to resign, you can email your official resignation letter. When writing your resignation letter, the following key information should be communicated. This is an official document that will remain in the organisation's records. Like any formal letter, you need to start with the date and your contact details – the most suitable being your phone number and personal email address. Write a clear subject line, such as "Resignation letter: Your name." The addressee would usually be your current line manager or your human resources department. In the opening statement of your letter, inform the reader of your resignation clearly and concisely. State your notice period, which should be in line with the terms of your contract. If necessary, review your contract to confirm how much notice is required. For instance, some organisations require two weeks' notice, others require four or more. Note your last working day. Mention that you're happy to help your employer in any way during this handover period, such as by coaching a new employee or upskilling a colleague to become familiar with your role and responsibilities. Thank your employer for the opportunity and time they've given you and note any learning experiences, projects or moments that you're particularly grateful for. If these experiences helped you secure your new job, this is your opportunity to communicate how beneficial your manager's trust and investment in you have been to your career. A touch of sentiment, concisely phrased, can go a long way and costs nothing. Conclude with your name and signature. Resignation letter example Here is a sample resignation letter template you can use: Dear [Manager's first name], It's with regret that I inform you of my resignation from my role as [job title] at [organisation name]. I am hereby giving you [insert your notice period – e.g. one month] notice of my departure, with my final working day being [date]. During this period, I am more than happy to help in any way possible with the handover process.



Have your letter to hand: If you'll be meeting your manager face-to-face, prepare your letter in advance so you can email it immediately following your conversation. Arrange a face-to-face meeting with your manager: Emailing your resignation letter to your boss without a prior meeting isn't just awkward – it can come across as dismissive. So, arrange an in-person or video meeting to give notice.



Plan what you're going to say, be professional, clarify any uncertainties such as leftover pay and holiday, and thank them personally for the opportunity to work for them. Remember, they may be a future reference, so remain professional. Rehearse: If you are nervous about delivering your verbal notice, prepare for your meeting by reviewing your reasons for leaving and, if necessary, rehearse them out loud. Decide if you want to tell your manager where you are going: If you don't want to reveal your next employer, you're perfectly within your rights to keep this information to yourself. However, if you feel comfortable telling your manager the name of the organisation you are moving to and new position title, go ahead.

Decide, too, if you want to share the start date for your new job. Be prepared for a counter offer: Communicating your decision to leave may lead to a counter offer. If you receive such an offer, carefully consider your options. Don't blindly accept. For instance, remind yourself why you wished to leave in the first place and what attracted you to the new role. Will accepting the counter offer change the reasons that drove you to look for a new job in the first place? Follow up: The period between handing in your resignation letter and exiting your role should be all about ensuring a seamless transition and concluding your time with the organisation on a good note. So, a few days after you send your resignation letter, follow up with a short email noting that you will tie up any loose ends and ensure your colleagues – and whoever may replace you in your own role – are well-equipped to manage the handover and the weeks and months immediately after you leave. Keep your news confidential: Finally, do not immediately start telling other team members about your departure. Your manager will appreciate being the one to decide who else to tell, and how and when to break the news to your team. Resignation letters shouldn't fill you with dread. Once you've made your decision to resign and handed in your formal notice, it's not uncommon to experience a mixture of emotions. You may worry about how your colleagues will treat you during your notice period, for instance, or feel sad about those you will leave behind. The reality is that most people at some point in their lives – your manager included – have been in your situation. Even though you may have been a valued member of the team, the organisation will not collapse without you. Trust your decision and look forward to the new exciting opportunity ahead of you. Congratulations and good luck in your new job. Download your copy. Enter your details below to download your resignation letter template: Getting ready to resign from a role? Whatever your reason, going on good terms can help you keep professional contacts, transition smoothly and at the very least, get a good reference. It's best to leave any job on a positive note, says Russell Fairbanks, Managing Director at Luminary Partners QLD.

He says you'll be remembered for how your employment ends. Once you sit down with your boss to break the news that you're leaving, you'll need to put your resignation into writing. Here we spell out the simple steps it takes to do this well. 5 steps to writing your resignation letter State the basics This is a formal letter, so you need to outline some key details. Start with the date you're handing it in – the letter can act as evidence of how much notice you've given. Address your letter to the right person, which could be your manager or the HR department. Next, state that you're resigning. If you want to, you can simply and professionally say why – for example, to explore a new opportunity – but you don't have to do this. Don't forget to include the date you'll finish – it's best to check your contract to make sure you're giving enough notice. Be positive Acknowledge the opportunities you've had or the experience you've gained from your time in the role. "Always spell out and look for the positives," Fairbanks says. "Ask yourself 'what did I take away from this job?'" This doesn't need to be emotional – just a simple and genuine few words will do Don't vent Negative emotion shouldn't come into it, either. It's not the space to complain or point out failures. If you're tempted to be critical, just remember you could regret it later – resignation letters stay on record. "If it's in writing, you can't take it back," Fairbanks says. If you do have grievances you want to discuss or feedback to give, it's best to seek a verbal exit interview with HR or your manager. And no matter the situation, don't use social media to vent, Fairbanks says. Say thanks You've probably picked up some useful skills or had a chance to gain experience in your role, and your employer may have invested time or effort into training you. Take a moment to think about what you can acknowledge them for and write a few words to thank them. Build on relationships Never burn your bridges, Fairbanks says. As well as a reference now, you might want one from a former colleague or manager in the future. Senior managers and HR staff could read your resignation letter, and you never know when a former colleague could be a useful career ally down the track. You might also like to state that you're willing to wrap up your current work, help with training your replacement, or prepare your team for your departure. Including your personal contact details can help to keep communication lines open and will come in handy if the company needs to contact you in the future. Finish up by saying thanks again and signing off. Sample resignation letter template Here's a starting point for you to customise with your own experience: Dear , Please accept this letter as formal notice of my resignation from my position as at . My last day of employment will be . Thank you for giving me the opportunity to work in this position for the past . I have thoroughly enjoyed working here and appreciate all of the opportunities you have given me. However, I have decided it is time for me to move on to my next challenge. I would like to do anything I can to help with the transition, including wrapping up my responsibilities and training other team members. If I can be of any other assistance during this time, please let me know. Thank you again for the opportunity, and I wish you and all the best for the future. Yours sincerely, You can download the free resignation template here. When and how to hand in your resignation letter If you plan to resign, the first step to making it official is a face-to-face meeting with your manager so you can verbally resign and give notice, offer your reasons for leaving and say thanks. If you work remotely, you could consider a phone call or video chat. Have your resignation letter mostly ready before you do this, then you can fine-tune any points before giving it to your manager or HR. It's an official document so be sure to keep a copy of it for your own records. Following these steps to writing a simple, positive and professional resignation letter will help you leave on a good note – and set you a big step closer to the next phase in your working life.