*A resignation can be influenced by the need for a person to change their career path in its entirety. In this instance it is appropriate to provide this reasoning in the resignation letter, and to take the time to speak with your manager about the career move. The letter of resignation example below shows how this reasoning can be set out:*

Career Change

Date:

Bosses Name: Mr/Ms
Title:
Company:
Street Address:
Suburb, State, Postcode

Dear (Boss Name),

I am writing this letter to inform you that I am resigning from my position as Operations Manager at Company Services Pty Ltd.

As per my contract of employment, I am giving you one month’s notice, and my last day of employment with the company will be on the 16th October 2015.

I am leaving to pursue a career as a personal trainer as this has always been an ambition of mine.

I will ensure that all my work is completed and/or in a position to be handed over to ensure a smooth transition period. Please also note that I am prepared to assist with recruiting for and training my replacement prior to my leaving.

I would like to take this time to thank you for the opportunity to work for Company Services and wish you and the company all the best.

Should you require anything further, please do not hesitate to contact me.

Yours sincerely,

John Smith
2 Home Road
Sydney NSW 2000

*Career advancement is one of the most common reasons for resigning from a position. Unfortunately, it may not always be realistic for career progression within the current place of employment, in which case this should be highlighted in the resignation letter. The below letter of resignation is an example of pursuing an external opportunity:*

Career Advancement

Date:

Bosses Name: Mr/Ms
Title
Company
Street Address
Suburb, State, Postcode

Dear Mr Brown,

I am writing to tender my resignation from my position of Operations Manager at Company Services Pty Ltd, with my last day of employment being 16th October 2015 in accordance with the notice period in my contract of employment.

I am ready to take the next step in my career and have accepted a position as Head of Operations.

I would like to take this time to thank you for the opportunity to work for Company Services and wish you and the company all the best.

Should you require anything further, please do not hesitate to contact me.

Yours sincerely,

John Smith
2 Home Road
Sydney NSW 2000

*If you need to relocate, it is important to explain to your manager the reason for your resignation, both verbally and in writing. The below example demonstrates how this can be written, in addition to providing assistance for a smooth transition:*

Relocation

Date:

Bosses Name: Mr/Ms
Title
Company
Street Address
Suburb, State, Postcode

Dear Mr Brown,

It is with regret that I am writing to you to offer my resignation from my position as Operations Manager at Company Services Pty Ltd, with my last day of employment being 16th October 2015 in accordance with the notice period in my contract of employment.

I am relocating to Melbourne with my family, and in the absence of an internal transfer, I will be seeking employment in a similar role when we arrive. It would be greatly appreciated if you would provide me with a written reference to assist me with my transition.

Please also note that I am prepared to assist with recruiting for and training my replacement prior to my leaving, and will ensure that all my work is completed and/or in a position to be handed over to ensure a smooth transition period.

I would like to take this time to thank you for the opportunity to work for Company Services and wish you and the company all the best.

Should you require anything further, please do not hesitate to contact me.

Yours sincerely,

John Smith
2 Home Road
Sydney NSW 2000

*When looking to further develop skill-sets and knowledge, or to delve into something entirely new, employees may choose to resign from their position to focus on study. In this situation, it is important to explain to your manager the reason for your resignation, both verbally and in writing. The letter of resignation example below shows how this can be communicated:*

Further Education

Date:

Bosses Name: Mr/Ms
Title
Company
Street Address
Suburb, State, Postcode

Dear Mr Brown,

Please accept this letter as formal notification that I will be resigning from my position of Operations Manager at Company Services Pty Ltd to pursue full-time studies at university.

In accordance with my contract of employment, I am giving one month’s notice and my last day of employment will be 16th October 2015.

I would like to take this time to thank you for the opportunity to work for Company Services, and wish you and the company all the best.

Should you require anything further, please do not hesitate to contact me.

Yours sincerely,

John Smith
2 Home Road
Sydney NSW 2000

*In most cases, your employer will be aware of your upcoming retirement and will commence the procedures. However, it is courteous to communicate your intentions with your manager and formalise these intentions with a ‘resignation due to retirement’ letter for distribution to line managers, directors and HR departments. The letter of resignation example below demonstrates how to structure the notice:*

Retirement

Date:

Bosses Name: Mr/Ms
Title
Company
Street Address
Suburb, State, Postcode

Dear Mr Brown,

Please accept this letter as formal notice of my retirement due on 16th October 2015. I will, therefore, be leaving my position of Operations Manager at Company Services Pty Ltd as of this date.

I am prepared to assist with recruiting for and training my replacement prior to my leaving and will ensure that all my work is completed and/or in a position to be handed over to ensure a smooth transition period.

I would like to take this time to thank you for the opportunity to work for Company Services and wish you and the company all the best.

Please advise me of any next steps or requirements to finalise my arrangements.

Yours sincerely,

John Smith
2 Home Road
Sydney NSW 2000

*Resigning without a notice period is not very common, but can be relevant in some situations. In circumstances where you are not able to, or do not wish to work your notice period, an explanation is required. The letter of resignation example below shows how this can be communicated:*

Without Notice Period

Date:

Bosses Name: Mr/Ms
Title
Company
Street Address
Suburb, State, Postcode

Dear Mr Brown,

I am writing this letter to inform you that I am resigning from my position as Operations Manager at Company Services Pty Ltd.

I realise that my contract of employment requires me to work until 16th October 2015, however, I would be grateful to be released earlier due to.

Please also note that I am prepared to assist with recruiting for and training my replacement prior to my leaving, and will ensure that all my work is completed and/or in a position to be handed over to ensure a smooth transition period.

I would like to take this time to thank you for the opportunity to work for Company Services and wish you and the company all the best.

Should you require anything further, please do not hesitate to contact me.

Yours sincerely,

John Smith
2 Home Road
Sydney NSW 2000

*If the reason for resigning is simply a need for a change, a generic resignation letter is suitable. As seen in the letter of resignation example below, the generic format leaves out any specific reasons for the resignation, and features basic details including the last day of employment:*

Generic

Date:

Bosses Name: Mr/Ms
Title
Company
Street Address
Suburb, State, Postcode

Dear Mr Brown,

I am writing to tender my resignation from my position of Operations Manager at Company Services Pty Ltd, with my last day of employment being 16th May 2017 in accordance with the notice period in my employment contract.

Please note that I am prepared to assist with recruiting for and training my replacement prior to my leaving, and will ensure that all my work is completed and/or in a position to be handed over to ensure a smooth transition period.

I would like to take this opportunity to thank you for the opportunity to work for Company Services and wish you and the company all the best.

Should you require anything further, please let me know.

Yours sincerely,

John Smith
2 Home Road
Sydney NSW 2000

*Resigning is never an easy thing to do, however, when done correctly it can leave the right lasting impression with your current employer which may work in your favour long term.*