

Independent Living Program Activity Card

Category: CAREER

Activity: Create a Letter of Resignation

Proficiency
Certificate
Eligible

Description: The objective of this assignment is to help you develop your business etiquette skills by understanding the resignation process. A letter of resignation will help the employer adequately terminate your job and will show that you have professional job skills. Create a letter of resignation using the sample provided, but feel free to use other resources if needed. You will need to type up your letter as if you were presenting it to an employer.

You may earn up to \$5.00 OF dollars for completing this assignment.

Total Dollars Earned:

<p>\$</p>
<p>(ILP Use Only)</p>

Notes:

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Date: _____

Print Name (Youth)	Date of Birth
Youth Signature	Group Home (If Applicable)

<p>Receipt</p>
<p>(ILP Use Only)</p>



Independent Living Program
Take Home Activity

Create a Letter of Resignation

(Print Resignation Letter on regular stationary)

SAMPLE 1

Today's Date

Street Address	Phone Number
City, State Zip Code	Email Address

Mr. /Ms. Supervisor's <First Name> <Last Name>
Supervisor's Title
Company
Street Address
City, State, Zip Code

Dear <Supervisor's Name>:

This is to advise you that I have accepted the position of <your new job> at <your new company>. Accordingly, please regard this as my official letter of resignation.

My last day of work here will be <date (month, day, year)>. This will give me two full weeks to complete my current assignments. In addition, during this period I will be able to bring you up-to-speed on all of the operations and outstanding issues in my department.

I am very much looking forward to the professional challenge being offered to me by <company>. Incidentally, during the recruiting process, the <new company> people were very impressed with the experience and knowledge I have gained here at <current company> over the past <time you have worked there>.

In closing, I would like to express my sincere appreciation to you as my supervisor, as well as my many friends and colleagues at <current company>. I have truly enjoyed my time working with all of you and am grateful for the many learning and growth opportunities I was given.

I wish all of you at <current company> continued success.

Sincerely,



Independent Living Program
Take Home Activity

Your Name <First Name> <Last Name>

SAMPLE 2

Street Address Phone Number
City, State, Zip Code Email Address

Today's Date

Mr. /Ms. <First Name> <Last Name>
Company Name
Street Address
City, State, Zip Code

Dear Mr. /Ms. <Last Name>:

This is to inform you that an opportunity has presented itself that will enable me to work in the area of my stated preference, which is [designate].

Therefore, I am tendering my resignation from your company. The last day of my employment will be [date]. At that time I shall deliver all property of the firm in my possession.

Thank you for the experience of having worked for [name of firm], a truly outstanding organization.

Very truly yours,

Your Name <First Name> <Last Name>