

When you have decided to quit your job, you first must give verbal notice and then follow up with a letter of resignation. It is best done as a formal letter that you print and deliver, but it can be done as an email. The letter of resignation is an important document for the Human Resources department to determine your last paycheck, and it helps them to know your last date of employment for any future reference checks.

Now, you are going to write a letter of resignation in email form. Click on this link and read the article.

[Article](#)

**It is a business email so use left justify. (If it were in letter form, it would have your name and address, then your supervisor's name and address, then the same as below.)**

**Date**

**Greeting:** Dear \_\_\_\_\_

**First Paragraph Include:**

Statement of Resignation

Date of last day of work

Statement of gratitude or statement of reason (see examples in the article)

**Second paragraph Include:**

Next Steps or important information (Please let me know if you'd like me to train my replacement. Please let me know if I can help during the transition. Please let me know if there are any additional duties I need to complete before my last day.

**Closing and signature:** Sincerely, Best Wishes, Thank you

**Contact information below signature**

Write your letter below: