

Free resignation letter template

So, you've decided to move on from your current role and take the next step in your career.

Making a job change is exciting, but it also requires care and consideration. After all, you don't want to ruin your chance of a [positive reference](#) down the line!

First, you need to sit down with your boss for a one-on-one chat. This is the time when you tell them you're leaving and give your notice. A simple, positive statement will do: "I've really enjoyed working here, and have learned a lot, however I've decided that it's time to move on."

The next step is writing a [letter of resignation](#). Not only should you always put your resignation in writing, but you should always keep a copy of the letter for yourself. Your letter needs to provide the date of your last day of employment, so check your contract to make sure you're giving the right amount of notice. You should resist any urge to be negative, and instead reflect gratitude and the reason that you're leaving.

To help you do this, we've developed a free resignation letter template which you simply need to add your details to. [Download it here.](#)

