

GET THE JOB

How to Write a Resignation Letter

Are you ready to resign from your job? Many Americans are taking control of their professional lives by finding new opportunities that are a better fit for their skillsets and goals.

A resignation letter is a document that notifies your employer that you are officially leaving your job. It formalizes your departure on paper. It's a good idea to work closely with your human resources department on any additional items that you may need to produce during your resignation process.

Let's focus on the resignation letter and how to build an effective one.

HIGH-LEVEL TIPS

According to the job search experts at Monster, a resignation letter should include the following:

- A statement of intent that you will be leaving your job.
- The name of your official staff position.
- The date of your last day on the job.
- Gratitude to your employer for hiring you.



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- A highlight of your time there.
- An offer to train your replacement.
- Well wishes for the future of the company.
- Your contact info.

WHAT TO INCLUDE

When you resign from your job, it's important to keep your exit as professional as possible. Human resources experts recommend submitting an official letter of rec-

ommendation versus only giving verbal notice. This keeps your resignation plan documented and gives both sides clarity on next steps.

Give Notice: Give adequate notice to your employer by giving them a specific day you plan on leaving the company. Your letter should start with the fact that you're resigning, followed by your timeline. This will give your employer plenty of notice to adjust its staffing plan ahead of

your exit.

Offer Assistance: If you're giving enough notice to your employer — and your exit is amicable on both sides — you may be able to help them with their transition process. You can do your company a favor by training any possible replacements or documenting specific roles and responsibilities of your job.

Contact Information: Include your personal contact information in your letter to

give your employer an easy way to get in touch with you once you exit. Make sure to include cell phone number and email address, along with any other information they may not have on file.

WHAT TO AVOID

Remember that your employer will likely keep your resignation letter as a reference document. They may even pull it out if a future employer calls them for a recommendation.

Here are some additional things to avoid in your resignation letter, according to the global human resource consulting firm, Robert Half:

- Don't explain why you are leaving.
- Don't vent about the downsides of the job, your coworkers or the company.
- Don't brag about what you're doing next.
- Don't send an unedited letter with errors.
- Stick to the basics, no more than one page.

Keep the tone positive and professional, and your resignation letter will serve its purpose. If you have trouble communicating your message, reach out to a local branding specialist in your area to help put together a strong, quality letter. You can also perform an online search to find samples that may fit your needs.

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HOT JOB PROFILE

WIND TURBINE TECHNICIANS

Number of jobs in 2019: 7,000

Job outlook, 2019-29: 61% (much faster than average)

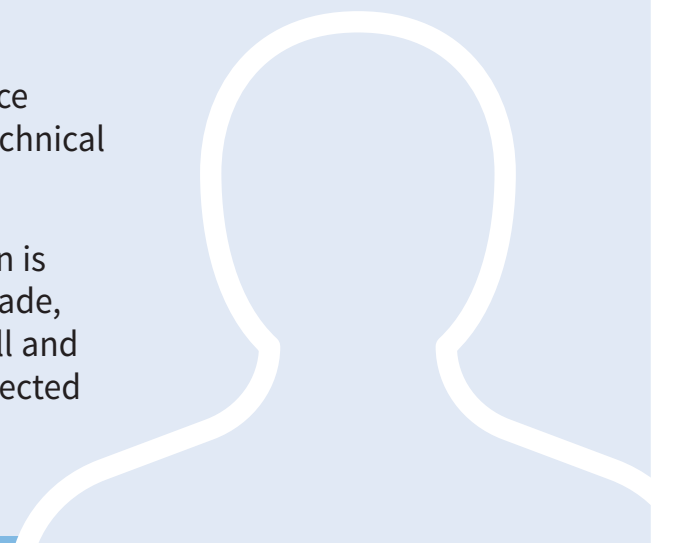
Employment change, 2019-29: 4,300

The role: Wind turbine service technicians install, maintain and repair wind turbines.

Source: U.S. Bureau of Labor Statistics

Education required: Most wind turbine service technicians learn their trade by attending a technical school. They also receive on-the-job training.

The need: Because wind electricity generation is expected to grow rapidly over the coming decade, additional technicians will be needed to install and maintain new turbines. Job prospects are expected to be excellent.



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