

Resignation Scripts



10 Easy Steps
to get the
Job You Want!

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Below are two examples of what one might say in a resignation meeting. Of course, every situation will be different, but the fundamentals are the same:

- Choose the date and time of your meeting carefully - a poorly timed resignation might reflect poorly on you.
- State clearly and unequivocally that you are leaving your job.
- Indicate when your last day will be (make sure you give the required amount of notice).
- It's up to you whether you want to say where you're going next.
- Offer to help with the transition.
- Submit your resignation letter.
- Ask for a recommendation letter.
- Keep it positive and professional – refrain from saying ANYTHING negative about your job, your colleagues, your boss or the company.
- It's okay to express excitement about your new job, but don't boast about it.

Example 1 - Simple approach

"Thanks for taking the time to see me, Ms. Crum. I'm here to tell you that I'll be leaving [Company Name]. I want to thank you for all the opportunities I've had working with you for the past five years. I've learned a great deal and I appreciate your support. My last day will be April 13th – I trust that leaves enough time for me to assist in the transition of my work. Please let me know how I can help. I would also appreciate if you could provide me with a letter of recommendation for the future."

Example 2 - Heartfelt approach

"Good morning Mr. Brown, thanks for meeting with me. I've decided to take on a marketing role at [Company Name]. It's a great opportunity, and as you know I've been working toward steering my career in a more creative direction. I'd really like to thank you for supporting my creative interests these past few years. I'll especially miss our Friday morning brainstorm sessions. I hope we can still meet from time to time over coffee. I'll be starting in July but my last day here will be May 31st. I trust that over the next two weeks I can transition the projects we've been working on. I've also summarized the status and details of all my projects into this report for my replacement. In fact, I might know someone who would be a great fit for this job and this company, I'd be happy to introduce them to you. It would also mean a lot to me if you could provide me with a letter of recommendation. Your endorsement of my work would be an honor."

Example 3 - Your script
