

# SOUTH LINDHURST CAPSTONE

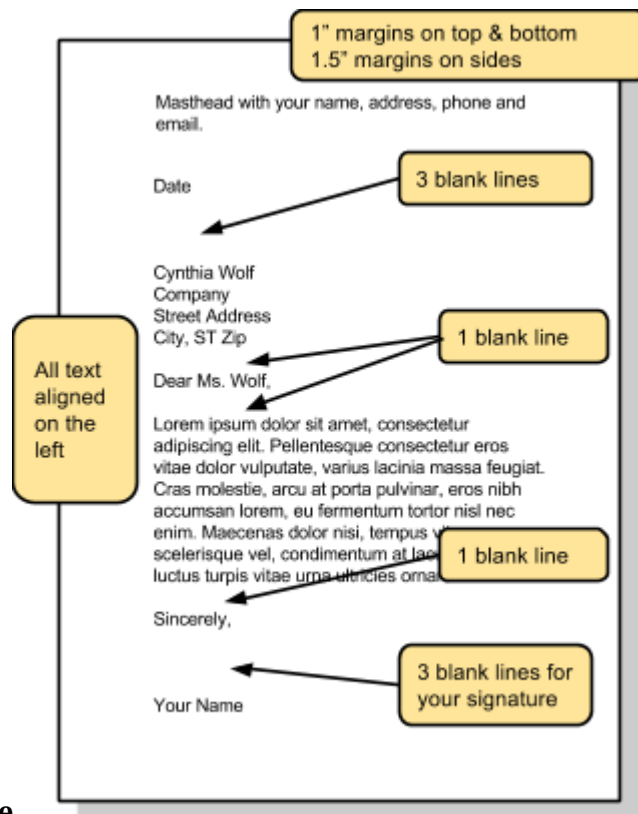
## Resignation Letter

### Overview

A resignation letter clarifies when and why you are leaving an organization and gives you the opportunity to end terms diplomatically and hopefully as positive as possible. Here are a few [examples](#).

### What to Include

Keep the letter brief and to the point. You don't have to list numerous reasons why you are leaving, if appropriate mention just one general reason. Document when your last day of work will be. Also thank the employer for the positive aspects of having worked there.



### Structure

Format the letter using a block style which is popular for business correspondence. Address it to your boss. To the right is the structure. Here is a [video tutorial](#) with one way to set up the masthead.

### Finalize

Have someone read your rough draft and give you feedback on its effectiveness, grammar and spelling. Write the final version and print it. Make sure and hand sign the letter in ink before submitting it.