

**You do not need a farewell
speech.
You need a date they can use.**

You have decided to leave. The draft keeps turning into an explanation, an apology or a list of everything that went wrong.

Give each document one job. The letter states your decision and last day; the handover note names the work and its next owner; the record captures what you sent. Four working sheets, an annotated fictional letter and focused examples help you prepare those pieces without turning the resignation into a memoir.

- Build a short letter around the role and last day.
- Choose whether a reason or thank-you belongs.
- Write a handover someone else can use.

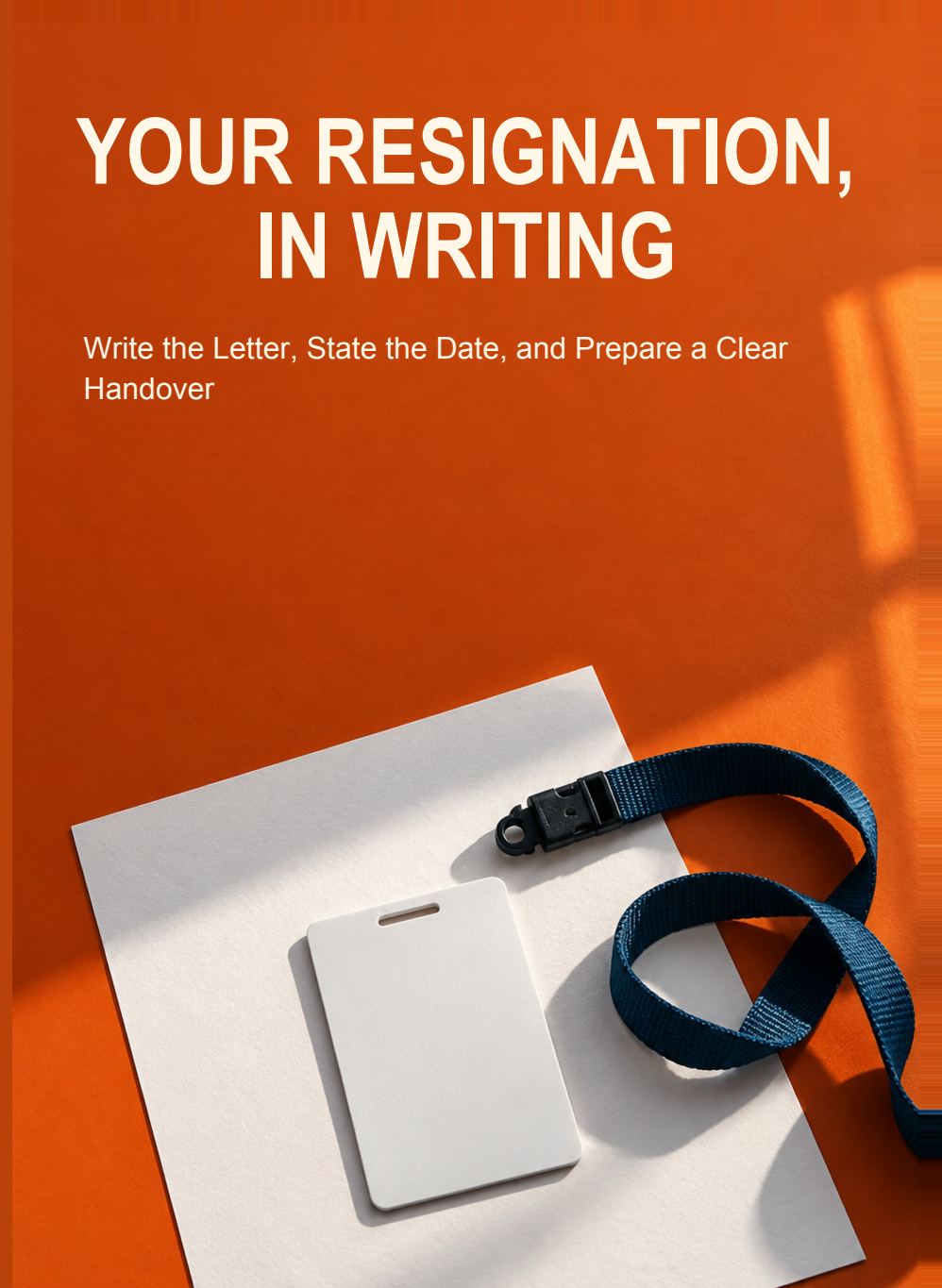
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Guide + working sheets



YOUR RESIGNATION, IN WRITING

Write the Letter, State the Date, and Prepare a Clear
Handover



The letter. The handover. The record.

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