

Your Resignation, in Writing

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

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Start with the work you need to finish

A concise resignation draft, a separate handover note and a record of what was sent.

This book is for adults who have decided to leave a job and need the written communication, not a speech about why they are leaving.

Bring: Your intended last day after checking the requirements that apply to you, the correct recipient and the agreed submission channel.

The working method: Separate three jobs: communicate the resignation, document the transition, and keep an appropriate record. Do not force all three into a long farewell letter.

Start with the four working sheets immediately after this introduction. They are part of the book, not an external download you must obtain. You can write on paper or copy the field labels into a document. The fictional worked example shows what a completed piece can look like; the reference sections explain choices and difficult cases. You do not have to finish the reference before making your first notes.

A useful first result is a filled brief: the real task, the available facts and the missing information. A blank field tells you what to find out. It is not permission to invent a detail. Completion takes your own checking and revision; this book does not promise a fixed time or control over someone else's response.

A writing guide, not employment-law advice. Notice obligations, delivery requirements and consequences depend on your circumstances; verify them before relying on a date or sending the letter.

The named people and dialogue in the examples are fictional illustrations, not customer results. Their circumstances are not instructions to copy into your own situation. Treat strong rules of thumb as drafting defaults; the actual brief, recipient, privacy needs and applicable requirements take precedence.

This edition does not calculate notice periods or decide whether a particular delivery method is legally effective. The source scenarios illustrate writing choices. Verify the requirements for your own situation before using any wording.

Find the part you need

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Working sheet 1 — Before you name the date

1. Role and correct recipient

Your notes: _____

2. Intended last day, written as a full date

Your notes: _____

3. Contract, policy and applicable requirements checked; uncertainties to resolve

Your notes: _____

4. Submission channel and any acknowledgement process

Your notes: _____

5. What I need to verify before sending

Your notes: _____

Decision before moving on: Which fact remains unverified, and what is the next action needed?

Working sheet 2 — The short letter frame

1. I am resigning from [role].

Your notes: _____

2. My last day will be [verified intended date].

Your notes: _____

3. Optional: one sincere thank-you, or leave it out

Your notes: _____

4. Optional: a specific handover commitment I can actually meet

Your notes: _____

5. My name and the date of this communication

Your notes: _____

Decision before moving on: Which fact remains unverified, and what is the next action needed?

Working sheet 3 — The handover note

1. Task or open item

Your notes: _____

2. Current state and next action

Your notes: _____

3. Next owner or manager to assign an owner

Your notes: _____

4. Location of approved work records, following company policy

Your notes: _____

5. Deadline or dependency; no passwords or personal copies of confidential files

Your notes: _____

Decision before moving on: Which fact remains unverified, and what is the next action needed?

Working sheet 4 — The record and last look

1. Date and channel used

Your notes: _____

2. Correct final letter and recipient checked

Your notes: _____

3. Acknowledgement or confirmation, if received

Your notes: _____

4. Copy retained only in a permitted way

Your notes: _____

5. Later changes recorded separately; no promise of an outcome

Your notes: _____

Decision before moving on: Which fact remains unverified, and what is the next action needed?

One letter, with the other jobs kept separate

This is a fictional wording example. Its dates are not a notice-period calculation and are not advice about any country's employment law. Imagine that Sam has already checked the requirements relevant to the role and confirmed the intended last day.

Worked draft — fictional:

Dear Dana,

I am resigning from my role as operations coordinator. My last day will be 30 November 2026.

I will prepare a note on the open supplier orders and their current status for the handover we discussed.

Thank you for the opportunity to work with the team.

Sam Taylor 2 November 2026

The first paragraph does the essential writing job. The second names a limited piece of work Sam can actually do. The thank-you is optional; it is not insurance against a difficult reaction.

The handover is a separate document. In this example its first row says: "Supplier order A17 — waiting for revised delivery date — Dana to assign next owner — approved order system, record A17." It does not contain a password, a private opinion about a colleague or a promise to remain available indefinitely.

If the date or process is unresolved, resolve that first. Do not copy this date because it looks tidy. If the

employer changes the arrangements, record the actual change separately rather than silently rewriting the letter you already sent.

For your own draft, delete any optional sentence you cannot say honestly. Read the remaining text as the person who has to identify your role and last day. If either requires a guess, revise the first paragraph.

Guide 1 — The first line

Resign, then the date

Night one. You write:

Please accept my resignation from the coordinator role. My last day will be Friday, 14 March.

That is a first line and a second line, or one breath if you join them. It does the job. It does not dazzle. Dazzle is not required. A person in HR can type 14 March without decoding you.

You write, instead:

I resign my position as coordinator, effective Friday, 14 March.

That also does the job. *Effective* is a word offices like. It can live if a date follows. It dies if you write *effective two weeks from now* and leave the square blank.

You write, instead:

I hereby tender my resignation.

Hereby is costume. Tender is costume. The costume has no Friday. Add the role if the shop is large enough that they have two of you. Add the date. Then the costume is unnecessary and you can cut hereby without losing the job.

You: *Which one is correct?* Me: *The one that resigns and names a Friday. Correct is not a Latin word. Correct is a date.*

A thread you may have opened will argue accept versus resign as if one were stronger. *I resign* is a fact you

perform. *Please accept* is manners around the same fact. Either can live. Neither lives without a date. The argument is a hobby. The Friday is the craft.

Put the last day in the first three lines. Do not bury it under a paragraph of weather. A tired person reads the top. The top is where the calendar goes.

The name at the top

Night two. You have a manager. Her name is on the org chart, on your 1:1 invites, on the badge print-out. You write *Dear Camila Ruiz*. You do not write *To whom it may concern*. Concern is a fog. Camila is a person who files.

If you do not have a name, you have a title. *Dear Director of Operations*. *Dear Human Resources*. A title is a door with a light on. *To whom it may concern* is a door with the light off. I will not print it as the default. It can live in a room where you truly have no person and no title, a box that eats files, a portal with no address. Even then, try the title of the box. *Dear HR*. Two words. Then the date.

You: *I don't want it to feel personal*. Me: *It is personal*. *You report to someone*. *The letter is not a press release*.

If the meeting is with Camila and the email is to HR, you still address the page to the person who received the paper, and you copy the box that keeps the record. Two sends is a later chapter. Tonight the first line of the page still has a name, then a resignation, then a date.

Do not invent a department. If the shop is four people and everyone is Sam, write Sam. If the shop is a warehouse of titles, write the title you report to. If you report to two people, pick the one who does your review, and send the other a copy. Do not write a first line that tries to be a distribution list.

Dear Team dies. The team is the floor. The floor gets a different object. The letter is for the file.

The subject line

Night five. Email. The first line they see is not even the first line. It is the subject.

Resignation: last day Friday, 14 March

That subject does the job. A person searching a month from now can find it. A person forwarding to HR does not have to rewrite it.

Quick question

Dies.

Following up

Dies.

Do you have a minute

Dies. They will have a minute, and the minute will be a surprise that should have been a subject.

My two weeks

Better than a riddle, worse than a date. Put the Friday in the subject if the Friday is the point. The custom can live in the body. The subject wants a fact.

Thank you

Dies as a subject for this file. Thank you is optional in the body. It is a fog in the inbox.

You send from your work address because the record belongs with the work. You do not send the resignation from a personal address as a personality. If they have already cut the work address, the personal address is the remaining door, and the subject still wants the date.

The body then repeats the job in the first line. Subject is a label. The first line is the letter. Do not let the subject do all the work while the body writes a novel. Do not let the body resign while the subject says *Quick question*. Match them. Date in both.

Guide 2 — Do not explain

Reason is optional

Night one. You stare at the hole after the Friday. It feels rude. It feels unfinished. It feels like a person who leaves without a story.

A story is optional.

You can write nothing after the date except *Please let me know how you would like to handle the handover.* You can write nothing except your name. You can write *Thank you* if the thank you is true. You can write *I am leaving to take another role* if you want that fact on the page. You can write *I am leaving for personal reasons* if you need a closed door. You can write none of these.

Optional means you choose. Optional does not mean you owe a paragraph because a template had a heading called Reason. Templates love headings. Headings are not debts.

You: *Won't they think I'm angry if I don't explain?* Me: *They may think you are angry if you do explain. They may think you are angry if you do not. The letter cannot manage their thoughts. The letter can refuse to be a speech.*

A reason that lives is short and dry. *I have accepted another position. I am relocating. I am leaving for family reasons.* One sentence. No weather. No journey. No lesson.

A reason that dies is a review. *The leadership has created an environment. I no longer feel valued. After*

repeated incidents. Those sentences are true in some rooms. They are still a speech on a page that will be filed. File is a long life. Speeches in files get copied.

If you need the review, write it in a place that is not this letter: a notebook, a licensed room, a labour board if you are in that night, a friend. Do not staple the review to the Friday.

What can live after the date

A true thank you, one sentence. Guide 3 will sit with gratitude as optional. Tonight: if you hear yourself stacking adjectives, you are in fluff.

A handover line. *I will leave notes on the queue. I am available until the 14th to walk through the files.*

Available until the 14th is a boundary. Available in any way is a blank cheque. Write the boundary if you will still be there. Do not promise a month of unpaid training. Guide 8 is that night.

A forwarding line. *Personal email, if you need to reach me about the handoff:* . Only if you mean it. Only for the handoff. Not as a plea to stay in the family.

A close with your name.

That is a lot of optional. None of it is why. Why remains optional and, if present, one dry sentence.

What cannot live: a list of incidents. A diagnosis of the culture. A comparison to the new shop. A threat. A review of a person. A joke at the manager's expense. A paragraph about your journey. A quote from a handbook. A quote from a statute. A request for a counteroffer. A request for a reference as a hostage. *I*

hope you will provide a strong reference given my loyalty is a speech with a gun on the table. Guide 12 will sit with references as a fact. Tonight, do not load the letter.

Guide 3 — Thank you is optional

The optional line

Gratitude is not a law. It is a sentence you can stand in a room, or it is a costume you put on because a template was lonely.

If the two years were a desk you can name without flinching, you may write one line. *Thank you for the last two years on the night desk.* Then you stop. The thank is not a paragraph. The thank is not a speech. The thank is not a reason they should let you leave. You are leaving. The date is the reason the page exists.

If you cannot say the line with the door closed, you do not write it. Optional means you may skip it. Skipping is not a personality. Skipping is a true page.

You: *It looks ungrateful.* The page: *Ungrateful is a story they can tell with or without your help. The file is a last day. You do not have to narrate your character on the way out.*

A parent in the doorway, if you still have one in the room, will want the thank you the way they wanted *please* at a table. You can love the person in the doorway. You cannot let them write the second paragraph. A resignation letter is not manners class. It is a record. Records do not curtsy.

You put the warm page on the table. You draw a line through paragraph two with the dying pen. The letter is now three sentences. I resign. Last day 27 March. Then

your name. You look at it. It looks like a letter. It is a letter. The thank you can come back in the morning if it is still true. It should not come back because the page felt lonely.

When gratitude lives

Wednesday. A different kitchen. A different badge. You had a manager who taught you the board. You had Fridays that ended on time. You are leaving because the next desk is closer to home, or because the work ended, or because you want a morning shift and this shop only has nights. You can say thank you and mean it.

You write: *Thank you for the two years on this desk.* You do not write *I will always treasure.* You do not write *this team is family.* Family is a word that belongs to people who eat at your table. The desk is a desk. One true line. Then the last day as a date.

The manager will read it. They may be sad. They may already have your replacement in a tab. Either way, the line was true. True gratitude lives because it is short and because you could say it in the meeting without looking at the floor.

You try the longer version in a draft you will not send. *I am deeply grateful for the mentorship, the culture, and the chance to grow both professionally and personally.* You read it. You do not know which Tuesday that sentence belongs to. Mentorship, culture, growth: three words that have been through a thousand printers. You cut back to the desk. The desk is a place. Places can be thanked. Brochures cannot.

A true line can name a person if the person is the manager the letter is for. *Thank you for teaching me the Thursday close.* That is a night you both remember. It is not a performance. It will not embarrass you if they pin the letter to a wall, and it will not embarrass you if they file it and never speak of it. True lines survive both rooms.

Forced gratitude dies in the same meeting. You can hear it. *I am so grateful for the opportunity to grow under your leadership* when the leadership was a weekly correction in front of the floor. They hear the costume. You hear it as you read it. Delete it. The date can stand without a costume.

Guide 4 — Email, paper, portal

Paper in the room

You print one page. Name, date of the letter, the sentence that resigns, the last day as a date. You sign it if the page is paper. You do not sign a flourish. You sign so the page is a letter.

You walk into the 10:00. You say it. Guide 5 is the saying. This chapter is the object on the table. You slide the paper across. You do not make them hunt a thread while you are in the chair. People forget threads. People do not forget a page that is in their hand.

If they will not take the paper, you still have it. You say the date. You leave the page on the table. You send the email when you are back at your desk, same morning. The paper was the room. The email is the record that travels.

A small shop with a bell may have no email culture you trust. The paper is then the whole channel, plus a photo of the page on your phone, plus a copy in your bag. The photo is not drama. The photo is how you still have the date if the page goes into a drawer you will never see again.

You: Paper feels theatrical. Me: Theatrical is a speech. One page is a tool. Tools are allowed to be old.

The printer jams. You pull the accordion. You print again. You do not take this as a sign. Machines jam. You need a page that is readable. Crooked is fine. Blank

is not.

If you cannot print, you still go to the 10:00 with the letter on a tablet or a phone, and you still send the email in the same hour. Lack of toner is not a reason to only speak. Speaking without a record is Guide 5's miss. Tonight: get a page into the room if you can. Get a file into a sent folder before lunch.

Then email

Same morning. You sit down. You send the same letter. Same last day. Same sentences. You do not improve it into a speech because the walk from their office made you shaky. Shaky is a body. The email is the page.

To: the manager you told, and HR if HR exists. If you do not know who HR is, you send to the manager and you keep the copy. You do not wait three days to find the right address while the date lives only in the air of a 10:00.

Subject: Resignation, your name, last day as a date. The subject is a label. The body is the letter. You do not write *Quick question* or *Following up* or *Do you have a minute*. Those subjects belong to a different night. This night has a date in the subject so a search finds it in a year.

You attach a PDF if that is how this shop files things. You also paste the three sentences into the body so they do not have to open a file to know the Friday. Two places, one letter. You do not write a different letter in the body and a softer one in the attachment. One version. One date.

BCC yourself. Or forward to a personal address the minute it sends. Work inboxes get closed. Guide 11 will sit with HR and the copy. Tonight you only do the small thing: the sent folder is not enough if the sent folder lives on their server. A copy that is yours lives on a drive they do not own.

You: BCC feels sneaky. Me: Sneaky is hiding the resignation. A copy of your own letter is craft. You wrote it. You may keep it.

If the shop is remote and there is no room to walk into, the email is the meeting's twin. You still ask for a call or a video at a time, you still say it, you still send the letter the same hour. Distance does not make the letter optional. Distance makes the email the paper.

The portal is a box

Wednesday. HR sent a link. *Please submit your resignation in the system.* A spinner. A dropdown. Reason for leaving: a list you did not write. Last day: a date picker. Comments: four thousand characters, or none.

The portal is a box. It is not the meeting. It is not a conversation. It does not replace the paper you already slid, and it does not replace the email you already sent. It is a third place the shop uses to file you. You fill it like an adult, or you leave a hole they will call incomplete.

You pick the last day that matches the letter. You do not pick a friendlier Friday because the date picker offered one. You do not write a novel in Comments. Comments is not the speech you did not give in the

10:00. If they require a reason, one true short reason or *personal* if that is all you will stand behind. Guide 2 already told you not to explain. The box does not get a manifesto because it is a box.

Screenshot the confirmation. The screen that says submitted. The date the system shows. Save it with the PDF. Portals time out. Portals show a different date after a refresh. Portals send you a receipt that does not match the Friday you typed. The screenshot is how you notice.

You: I already emailed. Why the box. Me: Because they built a box. You can hate the box and still fill it. Hating it in the comments field is a speech. Fill, screenshot, stop.

If the portal is the only channel they will acknowledge, you still had the meeting if a person exists to meet. Then you use the box. Then you email the same letter to a person, because a box can eat a date and a person can still have the file. Three objects. One date. Not six personalities.

If a portal will not accept the date you intend to use, record the problem and ask the appropriate contact how to submit it. Confirm the applicable notice and delivery requirements before relying on another channel. A rejected field is a problem to resolve, not proof that a particular alternative is legally effective.

Keep a copy

Keep an appropriate record of the letter and submission through a permitted method. Check confidentiality and workplace rules before transferring any record outside a work system. Do not copy company information merely because it appears beside your letter.

Len, later, will be walked out. His work drive will close. If the letter lived only there, the letter is gone. You do not need his whole night yet. You need the habit before the night. Copy first. Then the 10:00.

You print a second page for the folder at home. You email the PDF to a personal address. You do not post the letter. You do not CC a friend for theatre. One quiet copy. Yours.

If they ask you, in the meeting, to resign in the portal *instead* of handing paper, you can do the portal in the room if they open it, and you still send the email when you sit down. Instead is their word. Your word is also. Also paper if you can. Also email. Also copy. Their system is their system. Your record is your record.

A labour board is a door you can name if a night goes somewhere this book does not follow. This book does not fill that door's forms. Keep a copy is the craft that means you have something in your hand if you ever walk toward that door. The copy is not a threat you mention in the letter. The copy is a file.

Guide 5 — Say it, then write it

The room

You go in. You sit. You do not start with the weather, or the weekend, or a long runway of how hard this was to decide. Hard belongs to you. They do not need the runway. You say the two sentences. You slide the paper. You stop.

Silence is allowed. Silence is not a hole you have to fill with a reason. Guide 2 already sat with reason as optional. The room will try to pull a reason out of the silence. You may give one sentence if you have one you can stand. You may give none. You do not give a novel because they waited with their head tilted.

They will say things. *Is this about money. Can we talk Friday. Don't do this. Have you thought it through.* You are not in a negotiation chapter. Owen's counteroffer is a later night. You do not have to answer a counter that has not been made. You say, *I have a letter. The last day is 27 March.* You let them have their sentences. You do not take yours back.

If they want to talk longer, they can talk. You can listen. Listening is not unsaying. The paper is on the table. The paper does not listen. That is why it is there.

You: *What if I freeze.* Me: *Then you put the paper down and you point at the date. The date can speak when your mouth is empty. That is the whole point of bringing it.*

If they will not meet, you still send. A refused 10:00 is a night, not a permission to stay forever. You send the email. You keep the copy. You try once more to say it on a call. If they dodge the call, the letter has still been said in the only language that files.

Verbal is not the record

Monday in the hallway. You told Dana you were thinking of leaving. Dana told the floor. The floor told a supervisor. The supervisor asks you at the kettle, *So you're going*. You say, *I think so*. That is not a resignation. That is weather.

Tuesday you still need the 10:00 and the page. Do not argue that you already told someone. You told someone a thought. Thoughts are not dates.

A phone call on Sunday night to a manager's personal mobile is also weather, even if you cried, even if they said they understood. Understanding is a kindness. It is not a file. Monday or Tuesday: the page, the email, the date.

You: They said we don't need a letter, your word is enough. Me: Their word that your word is enough is also not a file. You write it anyway. Short. Same date you said. You are not accusing them of lying. You are doing the job of a letter. Letters exist because memory is a room with two doors.

Shops that run on handshake have short memories when a handshake is inconvenient. You can like the handshake. You still put the Friday on a page. If they are offended by paper, they can be offended with a copy in your folder. Offence is a feeling. The date is a

fact.

A recording of the 10:00 is not a craft this book will teach you. Laws about recording are a licensed room. Keep the written communication through a method permitted for your circumstances and workplace.

They heard you and still need the page

You said it clean. They nodded. They said *we'll be sorry to lose you* and they asked about handover. You walk out feeling finished. You sit down and you do not send the email because the room felt complete.

Complete is a feeling. HR will ask for the letter this afternoon, or next week, or in a portal that was never mentioned in the 10:00. The manager will be out. The manager will remember a different Friday. The manager will remember that you were unhappy and not that you named 27 March.

Send the email. Same morning. *As I said in our meeting, I am resigning. My last day will be 27 March.* That *as I said* is not a gotcha. It is a stitch between the room and the file. Then the rest of the short letter. Then send.

If you wait until Friday to write what you said on Tuesday, you will write a different letter. Friday-you is sorrier, or angrier, or tempted by a counter that has started to form. Tuesday-you had a date. Honour Tuesday-you with a sent folder while it is still Tuesday.

The stitch sentence can die if you turn it into a transcript. You do not quote the whole 10:00. You do

not write *you asked if this was about money and I said no*. That is a minutes document. You are not their secretary. You are an employee with a last day. Two sentences, maybe three. Stop.

Guide 6 — They walk you out

Two weeks offered, today enforced

This is a common night. You will hear it in threads. I will not quote them. I will name the night. Shops walk people on notice because they think access is a risk, or because they have a budget for garden leave, or because they have no budget and still do not want you on the floor, or because they always have. Their reason is theirs. Your job is the date.

You offered the custom. They took a different custom: the door, today. You do not owe them a performance of surprise that ruins your mouth. You may be surprised. Surprise can live in the lift. On the page you record what happened.

If they pay the two weeks and send you home, that is a version of the night. If they do not, that is another version. Pay, notice and the formal end of employment require verification under the rules that apply to you; the last day physically worked may be a different date. The writing task is a separate note recording what was actually communicated, without guessing the legal effect. Keep an appropriate record. Do not threaten with it in the lift. The lift is not a filing cabinet.

You: *Should I refuse to leave so I can work my notice.*
Me: *You already resigned. They are ending access.*
Standing at a desk they have turned off is a scene.
Scenes become the story. Take the box. Send the second note. Go.

You do not unsay the resignation because they were rude about the tray. Unsay is how you spend a Tuesday in a room that just showed you the door. The letter stands. The last day is now today, or 13 June, whichever sentence is true. You already wanted to leave. They handed you the leaving. It is ugly. It is still a last day.

Still a letter with a date

The original letter was not wasted. It shows what you offered. The second note shows what they enforced. Together they are a record of the night. Do not delete the first. Do not pretend the first never existed. Do not edit the PDF to say 13 June as if you had planned it. You planned 27 June. They chose 13 June. Let the two dates stand in two files.

If you only have the first letter, and they walked you, you still send the second note. If you cannot send because the inbox closed at 10:16, you send from the personal address to the addresses you have, manager and HR. You say the same three lines. You keep the bounce if it bounces. You keep the screenshot of the disabled badge screen if you have one. Guide 11 will sit with HR and the copy again. Tonight: the inbox dying is why the copy existed before 10:00.

A portal may still show 27 June. You do not have access to fix it. Screenshot if you can. Email the mismatch. *The portal still shows 27 June. I was walked out on 13 June.* Then stop. You do not log a novel in a system you no longer enter.

Guide 7 — The counteroffer

The letter is already sent

You cannot un-say a date by liking a number.

The resignation is a record. HR has it. Your manager has it. The copy in your sent folder has it. The last day on that page is still the last day until a second paper says otherwise. A conversation in a glass office is not a second paper. A printout with a figure is not a second paper. A promise about spring is not a second paper.

You: So I just pretend I never wrote it? Me: You wrote it. They have it. If you stay, you write a new night. If you leave, the old night stands. There is no pretend.

People try pretend. They smile. They say the letter was a conversation starter. They say they wanted to see if the company would fight for them. The file does not hear that speech. The file has three sentences and a date. Later, when a different manager opens the file, the speech is gone and the date is still there, even if you stayed, even if a second email withdrew it, even if everyone at the table agreed to be kind. Kindness is a mood. Paper is a record.

You sit with that. You do not need a law. You need the fact of the file.

A person in the kitchen, last night, said *Ask for more. That's what the letter is for.*

The letter is not for that. A neighbour spine sells the raise. This spine sold you a last day as a date. If you

used the date as a lever, you sent a threat dressed as a resignation. They can read a threat. Some rooms will match it with a number. Some rooms will walk you out before lunch. You do not get to choose which room you are in after the paper is in the file. You already chose when you named the Friday.

If the letter was honest, the counteroffer is a surprise, not a plan. If the letter was a plan, you are in a different night, and the night is uglier, and this chapter will still sit with you because the printout is still on the table.

Put the printout down. Look at your own letter again. The date is still there.

Stay is a new night

If you stay, you write it.

Not a speech in the glass office. Not a handshake. Not *we're good* at the end of a meeting. A second paper. Short. Dated. Sent the same way you sent the first, so the file that has the resignation also has the withdrawal.

I am writing to withdraw my resignation dated 10 March. My last day of 14 March no longer applies. I will remain in my role.

That is a night. It is not romantic. It is a correction to a record. If they want the counteroffer attached, they can attach their own paper. You do not write their number into your withdrawal unless they have given you the number in writing and you need the file to match the conversation. Even then, their paper is their paper. Yours is: the date is off. You are still here.

If they will not put the number in writing, you are staying for a wish. Wishes die in April. You can still stay. You stay with your eyes open. You do not stay because a palm on a printout felt like love.

You: *What if I stay and they walk me out in a month anyway?* Me: *Then you had a date once, and you took it off the page, and they used a different date. I will not pretend a withdrawal is a shield. It is a record of a choice.*

Len's night was the other direction. Len offered two weeks. They walked him the same afternoon. He was told to stop work that day; the formal employment end date would still need confirmation. He did not get a printout with a number. He got a box. If you stay, you are not Len today. You might be Len later. The letter in the file is a fact they can remember when a freeze comes. That is not a reason to leave. It is a reason not to tell yourself the file is empty.

Stay is also a conversation with the other place. If you have a start date, you owe that start date a sentence. Not a novel. Not a therapy of why this building suddenly loved you. *I will not be starting on the Monday we named.* You send it before their Monday, not on their Monday. You do not ghost a desk you asked for. Ghosting is a different letter you will not get help with here.

If you have not accepted the other place, the stay is simpler on that side and messier on this one. You withdrew a date for a number that appeared because you had a date. You can live in that. Plenty of people do. Live in it without rewriting Monday's letter as a trick. Monday's letter was a resignation or it was a

lever. You know which. The file does not care, but you will, at night, in the kitchen, when the badge is on the hook.

Guide 8 — Last day and handover

Notes, not a month

The request will grow.

Wednesday: can you stay for the all-hands. Thursday: can you stay until the invoice run. The following Monday: the new person starts the Monday after your Friday, could you overlap unpaid, or paid, or as a contractor, or as a friend. Overlap is a new job. A new job gets a new paper, a new rate, a new yes. It does not get to climb into the resignation and extend the Friday by smiling.

You may like them. You may want the invoice run to succeed. Wanting a clean invoice run is not the same as owing them your next three Tuesdays. You already gave them a date. The date is the gift, if gift is even the word. Any notice or further work must be assessed against the requirements and agreements that actually apply. Do not leave the written arrangements ambiguous.

A manager says, in the aisle, *Just until we get someone in. You're the only one who knows it.*

Only one who knows it is a failure of a desk, not a marriage. You can leave instructions. You cannot leave a clone. If they wanted a clone they should have hired a second body while you were still a person without a Friday.

*You say, I can put the steps in the folder by Thursday.
Friday is still my last day.*

You say it once. You do not hold a seminar on boundaries. Boundaries are a word from a different shelf. Here the word is date.

If further work is proposed, clarify its scope, terms and end separately, with suitable advice where needed. If they offer gratitude and pizza and one more week, that is pizza. Pizza is not a last day.

Len, walked out, did not get the month. He also did not get the pizza. He got a box and a man from the office who waited while he took the photographs off the cubicle wall. His notes, if he had any, were in a document he had started months earlier because the job was already a job that needed notes. That is the only handover that survives a walk-out: the one you wrote while you still had a badge. If you are reading this before you send the letter, write the notes now, in the ordinary week, not as a performance of goodness in the fortnight. If you are reading this in the fortnight, write what you can. Then stop.

What you put in the folder

Short documents. Named like an adult.

Vendor_contacts.pdf

Thursday_run.md

Where_the_files_live.txt

Not EVERYTHING_v7_FINAL.docx. Not a memoir.
Not a recording of your voice for forty minutes because typing felt cold. Cold is fine. Cold can be read on a Monday by a stranger. Your voice in a file is a person

they will not be able to ask a question of after Friday, which makes the recording a ghost. Ghosts are a different book. One line of that book is enough. Do not make the handover a eulogy for a desk.

Each note has a next hand. If there is no next hand, the next hand is your manager. You write to the manager even if the manager does not want to be the next hand. The folder is not a letter to the future hire's soul. It is a map of drawers.

Passwords: follow the process the building already has. A vault. A reset. An IT ticket. You do not mail a list of passwords to a personal Gmail, yours or theirs. You do not put the admin login in Slack because Slack feels like a drawer. It is not a drawer. It is a corridor with a search bar.

Clients: names, status, where the thread lives. Not your opinion of their temper, unless the temper is a fact the next person will walk into on Wednesday and you can say it in one clause. *Call in the morning, not after 15:00.* That is a fact. *He is a nightmare* is a roast. Roasts belong nowhere in this spine, and they belong less in a folder that will outlive your badge.

You will be tempted to write the real story of the job. The real story is for a kitchen. The folder gets the run book.

A colleague sits on the edge of your desk.

Put the thing about the director in there. Someone should know.

Someone, maybe. A handover folder, no. The director will still be here after Friday. Your note about the

director will be a document with your name on it in a building you have left. You are not writing a testimony. You are leaving keys.

Stop is allowed

You will feel the guilt novel start itself.

It starts with *they will fail without me* and it continues with a list of names who will have to pick up the work, and it ends with you offering a Saturday, then a call in a week, then a month of unpaid questions in your personal inbox because you were good.

They might fail at a thing. People fail at things. Desks survive. Desks also die. You are not a life-support machine. You were an employee with a last day.

Stop looks like this.

A message at 16:40 on Friday: *I'm done for the day. The folder is in HANDOVER. My last day is today. I wish you well.*

A message on Saturday that you do not send.

An email on the following Wednesday from a colleague who cannot find a file. If you are feeling generous and the file is a sentence, you may send the sentence once. If you are feeling like a person with a new Monday, you may not. Both are allowed. What is not allowed in this book is a second job that pretends to be character.

You: *I don't want to burn them.* Me: *A date is not a burn. A roast is a burn. A missing folder is sloppy. A folder and a Friday are a leave.*

If they ask you to stay on the email group, you leave the email group. If they ask you to keep the Slack for a bit, you leave the Slack. Access is a kind of last day they will extend if you let them. Let the IT form be the IT form.

Owen, in his fortnight, put three notes in a folder and declined the overlap week. The overlap week was offered with the printout, as if a number and a month of training were the same kindness. He had already confirmed the Friday. He wrote the notes. He did not write a novel. He was not asked to stand on a chair. He left a mug because the mug was theirs.

You can leave a mug. You can take a mug. Mug is not craft. The folder is craft. The stop is craft.

Write the notes. Name the Friday again if they ask you to forget it. Then stop.

Guide 9 — The goodbye is not the letter

Two objects

Name them until your hands believe it.

Object one: the resignation. To the person who files a last day. Manager. HR. A portal. Paper in a meeting, then email. Last day as a date. Copy kept. No speech. You already sat those nights.

Object two: the goodbye. To the people who shared a kettle, a roster, a Thursday run. It can be a mail. It can be a message in the tool you actually use. It can be a round of the desks on Friday with your mouth, no archive. It can be nothing. Nothing is allowed. Nothing is not a failure of character. Nothing is a person who does not want a corridor for a stage.

You: *If I don't send something, they'll think I left angry.* Me: *They may think that anyway. A speech will not control a corridor. A short goodbye can be kind. Kind is optional. A second resignation to All Staff is not kind. It is a record in a hundred inboxes.*

The mix looks like this.

A mail to All Staff that begins *Please accept this as notice of my resignation, effective 14 March*, and then continues with a joke about the kettle and a paragraph about growth. HR already has the notice. The floor now has the notice too, with a joke attached, and someone will forward it, and a client will see it, and a person you did not mean to tell will be told. You have used the

floor as a filing cabinet with a laugh track.

Or the other mix: you never sent object one, and the All Staff mail is the first time the date appears, and your manager learns your last day from a person two floors down. That mix is worse. The record belongs in the meeting first. The floor gets, if it gets anything, a sentence after the record exists.

Order is craft. Record first. Goodbye later, or never.

You do not need a third object called a roast. You will write one at 23:10 if you are tired enough. Delete it.

Who gets which paper

A small map, not a directory.

Manager, HR, the portal: object one. The letter. The date. The copy you keep.

The three people who will have to pick up a run on Monday: a sentence, out loud or in a DM, after the letter exists. Next hand. Date. Thank you if true.

The floor: optional object two. Short. No reason. No roast.

Clients: only if you were told to tell them, and then the short sentence from the handover night, which is not a goodbye speech and not a resignation.

Your personal people: a kitchen. Not a company tool.

A person you are in a fight with: nothing, or a nod in a corridor. Do not use object two to win a fight. Winning a fight in All Staff is a roast in a nicer shirt.

A person you love in this building: a walk. A coffee. A sentence that does not have forty names on it. Love

does not belong in All Staff. Love belongs in a room with a door.

The new employer: nothing in object two unless you have a reason to hand a hundred people a name.

Reasons exist. A recruiter who wants a post. A field where everyone already knows. A small industry. If you do not have a reason, you have a wish to look wanted. Wanted is a feeling. Feelings do not need a broadcast.

Owen told three people. He did not tell the aisle. The aisle found out because aisles do. He did not correct the aisle's version. The aisle said he had a better offer. The aisle was not wrong and not complete. Complete was none of the aisle's work.

You will want to correct the aisle. Correction is how object two becomes a thread with a reason in it. Leave the aisle. The date will arrive without a spokesman.

Guide 10 — They asked why

One sentence or none

None is a full answer.

You can say, *I don't have anything to add to my letter.*
You can say, *I'm going to skip the why.* You can smile
and let the silence be a tool. Silence is not a roast.
Silence is a refusal to write a speech you already
declined to write on the page.

One sentence is a full answer too.

I accepted another role.

It is time.

I am moving.

I need a different kind of desk.

Pick one that is true. Do not pick six. Six is a dump. A
dump is a therapy letter in a meeting that is not
therapy.

You do not owe them the other Monday's name. You do
not owe them the other Monday's number. You do not
owe them the story of the slow no since autumn. You
do not owe them the director's habit. You do not owe
them your sleep.

You: *If I don't tell them, they can't fix it.* Me: *They had
the years. The letter is not a repair ticket. If you want
to give them a repair, one fact is enough. A novel is a
dump. A dump is for a room you pay a person to sit
in, not for a glass office on a Tuesday.*

The commute is not sustainable is a fact. You burned me out and the director is a problem and the pay is a joke and also I never liked the software is a list. Lists feel honest. Lists are how a last week becomes a file about your attitude. Attitude is a word they own after you leave. Do not hand them the list that makes the word easy.

If the one sentence is *I accepted another role*, they will ask which, and for how much, and whether they can match it. You are back in Owen's door. You already know stay is a new night. You already know you do not have to give them the map. *I'm not going to go into that* is a sentence. It is allowed.

If the one sentence is *It is time*, they will wait for the rest. Let them wait. Time is a complete clause. You do not have to finish their silence for them.

They will write their own story

The aisle will have a version by lunch.

You left for money. You left because of the director. You left because you could not handle it. You left because you are having a baby, a crisis, a better title, a breakdown, a new lover, a visa problem, a fight. The aisle is a factory of whys. You cannot shut it with a form. You cannot shut it with a meeting. You can feed it by talking, or you can let it run on empty.

Letting it run on empty is craft. Feeding it is a dump with more listeners.

A manager will write a version for their own manager. *We tried to keep them. They had a number we couldn't match. They were not happy here. They were fine,*

then they weren't. That version will be as kind as the manager is, or as useful as the manager needs to be. You will not edit it. You already declined to edit the corridor.

Do not send a follow-up mail to All Staff to correct the version. Correction is Guide 9's miss. Do not send a follow-up to HR to add the why you skipped. Skipping was a choice. Live in it.

If a person you trust asks, privately, you may give them the one sentence. Trust is a door. A private sentence is not a form. It is still allowed to be short.

If a person you do not trust asks, you have none. None works on them too.

You: I want them to know it was the director. Me: Then you want a verdict. A verdict is not a resignation, not a goodbye, not an exit form. If you need a report, you need a door that takes reports. This book is not that door. One sentence or none, here.

A report, if you already filed one in an ordinary week, is a paper that exists without the exit form. Do not wait for the exit form to be the first time a harm is named. The first time belongs in a week you still had a badge you could stand. If the first time is this Tuesday, you are late and you are still allowed to name one fact to the person whose job is that fact, not to a survey, not to All Staff, not to a roast.

Guide 11 — HR and the copy you keep

Sent is not a copy

You sit in the fourth-floor kitchen with the laptop that fans when the PDF is large. You have already said it. Dana said *put it in writing*. You put it in writing. You addressed it to Dana. You named Friday 28 March as the last day. You pressed Send. You watched the message leave the outbox. You closed the lid a little, not all the way, because closing it all the way felt like a personality.

You: *It's in Sent. That's the record.*

The room: *Sent is their record if they keep it. It is not yours if they take the machine.*

You open Sent again. The letter is there, a neat line, 9:14. You do not forward it. You tell yourself forwarding is paranoid. You tell yourself HR has a file. You tell yourself adults do not BCC themselves as if they were smuggling.

At 11:40 Dana comes back with a person from the floor that handles badges. They thank you. They walk you to the door. The laptop stays. The badge goes in a tray. Your personal mail is on your phone, and your phone does not have the letter, because the letter lived in a Sent folder you no longer hold.

Wednesday you need the date. A form asks for the last day as they recorded it. You remember Friday the twenty-eighth. They recorded Tuesday, because

Tuesday is when they walked you out. You have no page that shows what you offered. You have a memory. Memories are not copies.

Len is craft. A composite. An office, two weeks offered, today enforced. His night is later. This night is yours, and it is the same object: a letter that existed for ninety minutes on a machine that was never yours.

You do not get the laptop back to forward a file. You sit in a kitchen that is actually yours and you type the letter again from memory. You will get a clause wrong. You will get the greeting wrong. You will wonder whether you wrote *resign* or *I have decided to move on*. The second version is not the record. The first version is gone.

That is the miss this chapter exists to stop. BCC is not a personality. BCC is how the page survives the tray.

the portal that eats the file

The handbook said *resignations are submitted in the portal*. The portal is a box with a date picker and a comments field and a button that says Submit.

It is a Tuesday. The badge is on the lanyard. The calendar is a tab. You have a letter in a document because you wrote one for the meeting, and the meeting is at ten, and Dana asked for paper. The portal does not want paper. The portal wants a box.

You paste three sentences into comments. You pick Friday 28 March in the date picker. You press Submit. A spinner. A green banner: *Your request has been received*. The banner fades. There is no download. There is no PDF. There is a ticket number that you do

not write down.

Thursday the portal shows *in review*. Friday it shows nothing, because your login dies with the badge, or because the ticket moved into a queue you cannot see, or because the vendor who runs the box has a glitch that is not your personality.

You: *HR has it.*

HR, later, to a different person, not to you: *We never got a letter. We have a ticket with a date.*

A ticket with a date is not your letter. Your letter had a first line. The ticket has a field. If they ever need to know what you wrote, they have a field. If you ever need to know what you wrote, you have nothing.

Before Submit, you screenshot the comments field with the date visible. After Submit, you screenshot the banner and the ticket number. You copy the ticket number into a note on your phone. You save the letter you pasted as a PDF in a folder that is not on their drive. You name the PDF with the date you claimed.

Pell_resignation_last-day_28-March.pdf

If the portal lets you upload a file, you upload the letter, and you keep the same file. If the portal lets you download what you submitted, you download it the same morning, not later. Later is how logins die.

The portal is a box. The box is not an archive you own. Treat it as a drop. Keep what you dropped.

Guide 12 — References after

who speaks

You want the letter to name the person who will speak well.

Please direct reference requests to my colleague Sam, who can speak to my work.

Dana is the addressee. Dana now has a line that routes around Dana. Some Danas will shrug. Some will remember it as a slight. Sam may not have said yes. Sam may not be allowed to speak. You have used the resignation to appoint a spokesperson.

Ask Sam with your mouth, on a pavement, after the letter is a letter. If Sam says yes, Sam's name goes on a later form, or on a later note, not in the resignation unless the room is so small that Dana is Sam and the question is ordinary. Ordinary is rare. Keep the letter a date.

A peer who will take a call is a fact you may keep in the notebook with the ink from last winter. The notebook is yours. The letter is theirs to file. Do not copy the notebook into the letter.

Owen is craft. Counteroffer. The letter already sent. If Owen stays, the notebook is suddenly a different object: the people who would have spoken to a departure now know he tried to leave. If Owen goes, the notebook is the same object it was on Monday. Either way, the letter should not have named a

spokesperson. The letter had a date. The date is
enough work for one page.

Guide 13 — Letters that are nights

Len: paper, then email, then the tray

Len's badge still works at 9:05. Pell, fourth floor. Dana asked last month that resignations come in writing.

Len has a printed page in a thin envelope, two copies, because he read the chapter about empty hands and believed it for long enough to use the printer at home.

He says it. He slides one page. He keeps one page in the bag. He will send the email when he is back at the desk, if the desk is still his.

The letter, 8 lines:

Dana,

I am resigning from my position at Pell. My last day will be Friday 28 March.

I will finish the week's close and leave notes on the shared drive for the calendar and the vendor list.

Thank you for the three years on this floor.

Sincerely, Len 14 March

He sits with it in the chair outside Dana's office before he knocks. The first line is a resignation and a date. The title is on their file; he does not spend the first line on a job description. The second paragraph is notes, not a month of unpaid training. The thank you is one sentence, true enough to say. The date of the letter sits under the name, so a copy in October still knows which Tuesday the page was handed over.

What Len deleted, and why it had to go:

Please accept this letter as formal notification of my intention to resign from my role as Operations Coordinator. Intention is a fog. Resign is a verb. The role is already in the file. Formal notification is a costume a template sold him.

I have decided to pursue a new opportunity that will allow me to grow professionally and personally. Dana does not need a growth poster. The new desk, if it exists, is not this page's business. If it does not exist yet, the poster is also a lie of mood.

I hope I can count on a positive reference. Guide 12. Invoice. Out.

I am willing to stay past 28 March if you need me. That sentence hands Dana a blank cheque. Notes are finite. Past Friday is a new conversation, if it ever happens, and it should not be pre-agreed in a shake.

Working here has been a dream. It has not. Len can thank a floor without lying about sleep.

At 9:20 Len is back at the desk. He sends the same text in mail. To: Dana. BCC: Len's personal address. Subject: Resignation: last day Friday 28 March. Body: the letter, not a wrapper. He waits until the personal inbox shows it. He screenshots the received mail because he is a person who has understood a tray.

At 11:40 they walk him out. The last day they enforce is Tuesday 14 March. The letter still says Friday 28 March. Both facts now exist. Len does not send a second resignation from the pavement to *correct* the date to today. Today was their act. Friday was his offer.

The copy in his bag and the BCC in his phone show the offer. If a later form asks when he last sat on the floor, he will say Tuesday. If a later form asks what he gave them in writing, he has Friday on a page.

A person who wanted a farm would now hand you *the walk-out version* with the date changed to 14 March and a paragraph about being escorted. That version is a speech. Len's night is the original page, kept, plus the fact of the tray. He does not improve the letter after the tray. He keeps it.

You do not send Len's thank you if you do not have one. You do not send Len's notes sentence if notes would keep you in a room that is already unsafe. Len's night is office, ordinary enough, until it is not. Steal the date, the two copies, the BCC. Leave his three years on his floor.

Guide 14 — The machine wrote it

brackets on a page you almost sent

A later Tuesday, same kitchen, less sleep. You let the panel finish. You replace two nouns. You miss a bracket.

I am resigning from my position as Coordinator at [Company].

You send. Dana's inbox has a bracket. Dana laughs, or Dana forwards it, or Dana says nothing and files a joke. The date might even be right. The bracket is what they will remember, because a bracket is a confession that a machine was the author and you were the find-and-replace.

A cousin: you replace the company and you miss the title. The letter resigns you from a job you held two years ago, because the panel invented from an old résumé you also pasted. Their file has the current title. Your letter has a ghost. Ghosts are how people decide you did not sit with the page.

You open `draft_panel.txt` and you use it as a pile of clauses, not as a letter. You copy nothing that still contains a square bracket, a field, a *two weeks from today*, a growth poster, or a wish for continued success you would not say with your mouth.

If the panel wrote a sentence you would actually say (*I will leave notes on the calendar*), you may keep that sentence after you check that you will, in fact, leave

notes. The panel does not know your drive. You do.

two weeks from today, again

The panel loves a sum. *Effective two weeks from today. Two weeks' notice from the date of this letter. Fourteen days from receipt.*

Receipt can matter; verify the applicable delivery requirements. Today is a morning that will not be on the page in October. Fourteen days is a count that fights with business days and holidays and the person who reads a handbook at lunch.

You have already killed the sum in the copy chapter. Kill it again here, because the machine will keep offering it. The machine does not have your wall calendar. You do. You look at the square. You type the Friday. If the Friday is today, you type today. If you have a contract with a clause, you type the date that belongs to the clause you actually read, not the date the panel likes because two weeks is a custom it scraped from a thousand pages.

The machine will also offer *end of the business day* without naming the day. End of the business day is a temperature. Name the day. Then, if you must, name the hour the room actually uses. Most rooms do not need the hour. The date will do.

You: *The panel asked me for a last day and I said two weeks.*

Me: *Then you still owe the page a Friday. Check the notice requirements that apply, then state the resulting date clearly.*

Guide 15 — Send

two doors, two dates

You send the portal on Monday with Friday 28 March. You get nervous at lunch. You send Dana a mail with Friday 4 April because a person at a bus stop said four weeks looks better. You slide paper at three with no date, only *two weeks from today*.

They now have three last days. You have a folder with one PDF, which is none of the three, because you edited after you exported.

One version. One date. If you find a true error (a Friday that does not exist, a year that is last year), you send one short correction, one file, one sentence: *The letter I sent this morning named 28 March 2025. The last day is Friday 28 March 2026. Here is the page with the year that is true*. You do not attach a new personality. You attach a year.

If the error is that you wish you had been warmer, that is not an error. Live with a short letter. If the error is that you wish you had named a reason, that is not an error. Reason is optional. Do not send a sequel to improve your character. Character is for a kitchen, not for a second last day.