

Impress before leaving work and how to write the most effective resignation

How to make people still remember you after quitting and is there a way to write an effective leave letter? This article will show you some very simple tips.

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When we are no longer interested in our current job, the best thing is that we should look for a new job that is more suited to our interests, abilities and desires. However, many people feel anxious about how to "leave" and still leave a good impression on their former colleagues and the most important thing is to feel comfortable. Moreover, many companies also require you to provide an email or contact number of your former manager so that you can get more information about your job, your working attitude in the company before. So how to make a couple of lines, can both achieve the purpose of retiring, and not lose the boss, former colleagues?

This article will help you get very helpful advice to solve this problem and in the next jump, try applying.

How to write an effective leave form



Depending on the position, nature of work, circumstances and some other factors that the application will have different changes. However, basically a letter of resignation should be structured into the following main sections:

Part 1: Notice

1. Referring to the position you want to resign and the day will officially leave.
2. Avoid being cumbersome and don't need to mention the reason why quit in the email because maybe the boss knows.
3. Try to be as simple as possible.

If it is in English:

Dear [c?a boss' tên],

Please accept this formal letter as notification that I am resigning from my position as [position title] with [company name]. My last day will be [cu?i cùng c?a b?n - ngày 30 ngày t? ngày b?n cho báo].

If the application is in Vietnamese:

[Your boss's name] dear,

I am writing this email to inform officially that I will resign the position [job position name]. My last working day will be the date [of your last working day / month / year - usually 15 or 30 days after you submit your leave application].

Part 2: Thanks

1. Thank you to your boss, company, colleagues and those who have given you the opportunity to work at the company.
2. Tell a few things you learned during your work.
3. Write as sincerely as possible even if you want to leave your current job immediately because you will need to mention them in the "References" section when writing a CV to find a new job.

If it is in English:

Thank you so much ?? làm vi?c ?? làm vi?c trong v? trí này, ?? t??ng ?ng v?i s? th? t? ?ã có trong th?i gian]. ?ã có th? dùng l?n h?n, và appreciate các tác v? ?ã có, me throughout my career.

If the application is in Vietnamese:

I sincerely thank you for [the time you are in your current position] working here. I have had a great time, cooperating with good colleagues and being able to do the things I love like [listing a few items of work that you are most excited about], learning skills Essential features like [listing some typical skills that you have trained in working]. All of these things are very valuable and will be precious things on my career path.

Part 3: Handover the work

1. Try to show your spirit of work until the last working day at the company.

2. It is not necessary to list in detail the jobs that will be handed over, who or when ., just show your concentration in the remaining time in the organization.

If it is in English:

During my last 30 days, I'll do to everything possible to wrap up members and other train members. Hãy cho b?n bi?t gì không có gì nào có th? ?? h? tr? ? khi chuy?n ??i. I mu?n s? ti?p t?c ti?p t?c, và I hope ?? gì? l?i touch in the future.

Sincerely,

[Your name]

If the application is in Vietnamese:

I will try to complete the assignment and guide newcomers in the last working days. If you need me any further support, let me know, I will try my best to support. I hope the company will continue to succeed and we still keep good relationships in the future.

Best regards

[Your name]

These are the basic points but play a very important role if you want to write a successful leave letter and make a good impression on your boss. Of course, you can still adjust to fit the corporate culture.



Some advice for you before officially quitting

Be honest about the reason for leaving

The first and most important thing is to **be honest about the reason for leaving** . Whether you feel disgusted with your current job, dissatisfied with your colleagues or your work environment, you should be honest.

Because managers are astute enough to recognize any dishonesty in your application.

Arrange a reasonable time to help new people master the job

It is very important to arrange a period of time before officially retiring to help new employees. Because, this will match what you have committed in your leave: *"will keep the spirit of work to the end"* and the boss will also believe in your honesty more. If you create a good impression with the old manager, in case you ask for a new job and the new boss needs to verify the information you provided, the former boss may be ready to help you.



An interesting way for you to shorten the time to guide your new job is to make a list of the jobs you've taken while holding the position, specify how you did it. , troubleshooting when unexpected problems occur . Certainly, colleagues will appreciate and admire your working spirit and dedication.

Help boss find a replacement

Nominating a surrogate person before quitting is not something that an employee who wants to do a job to do or is willing to do. However, the former boss will greatly appreciate and thank you so much.

Send greetings and good wishes to everyone

Not only the boss, you also need to say thank you and show your polite, courteous attitude towards colleagues, especially those who have supported and helped you in the process of working at the team. function.

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