



Title: Leaving A Job

Grade: 10

Career Development Model:

Career Planning & Management

Nebraska Career Readiness Standards:

- Communicates effectively & appropriately
- Contributes to employer & community success
- Works productively in teams and demonstrates cultural competence
- Manages personal career development

Objective:

- Students will hypothesize the importance of leaving a job on good terms.
- Students will write a proper letter of resignation.

Materials and Supplies Needed:

- "Sample Resignation Letter" handout (copies needed)

Class Instructions:

Note: This lesson may only require part of a class period.

1. Ask students why they think leaving a job on good terms is important. Be sure to discuss the following:
 - a. Previous employers can provide you with good references for future jobs.
 - b. Often, potential employers will call your previous employers to inquire about you.
 - c. If you ever decide to seek employment at your past place of employment, you will have a better chance of getting the job.
2. Pass out the "Sample Resignation Letter" handout to students. Explain to students that in addition to a verbal resignation, a formal resignation letter may be required as well.
3. Point out the important components of a sample letter such as:
 - a. Make sure to give two weeks' notice
 - b. Be polite and positive
 - c. Make sure to thank the employer
 - d. Don't forget to proofread

4. Why is it unacceptable to fail to give a notice of resignation at least two weeks in advance? Be sure to discuss:
- It burdens coworkers who have to make up for your workload.
 - It burdens your employer who has to quickly find a replacement.
 - It can hurt your chance of getting a good reference from your employer for future jobs.

Credits/Sources:



"Making my Future Work: A College and Career Readiness Program", U.S. Department of Education, Institute of Education Sciences.

<https://www.csuohio.edu/cehs/mmfw/making-my-future-work-0>

SAMPLE RESIGNATION LETTER

123 Euclid Ave
Streetsville, KY 42365
123-455-6789
J.Doe123@yahoo.com

November 9, 2017

Mrs. Margaret Breyer
Manager Roger's Food Market
1234 Sunshine Ln.
Streetsville, KY 42365

Dear Mrs. Breyer:

I would like to inform you that I am resigning from my position as cashier at Roger's Food Market, effective two weeks from today.

Thank you for the opportunities for professional and personal development that you have provided me during the last two years. I have enjoyed working for the business and I believe the skills I acquired at Roger's Food Market will be useful to me in my future work.

If I can be of any help during this transition, please let me know.

Sincerely,

Jane Doe