



Sample Resignation Letters

If you want to resign from a co-op, practicum or internship experience, please contact your advisor/program supervisor **before** leaving your placement.

For more information on resigning, such as how much notice to provide, please refer to [Leaving a Job Without Burning Bridges](#) from [ALIS](#).

We also contacted [Employment Standards](#) and asked if it was acceptable to submit a resignation by email or text message and their response was that it was fine, so long as the notice was in writing. However, you should make sure all communications are professional in tone and that the date of your resignation is clearly stated.

[Your Name]
[Your Address]
[City, Provincial Abbreviation, Postal Code]

[Date]

[Supervisor's name]
[Name of the Company]
[Address]
[City, Provincial Abbreviation, Postal Code]

Dear [Supervisor's Name]:

Please accept this letter as a formal notice of my resignation from my position as [Job Title] with [Name of Company].

My last working day will be [Month, Day, Year]. It is my intention to complete all of the shifts scheduled for me during this period.

I would like to use this opportunity to thank you for the mentorship and support you have provided me while working here at [Name of Company]. I wish you and the organization continued success.

Sincerely,

[Your Name]

“Boomerang” Resignation Email

A boomerang resignation letter is one in which an employee is requesting to take a leave of absence to pursue another temporary position.

For example, many students have part-time jobs that they enjoy during the school year, but during the summer, they may be returning to their home community, pursuing research or working at another position full-time, so they are not able to remain in this part-time job. However, they would like to indicate their interest to return to the position when they return to school.

If you would like to submit this letter, please consider these factors:

1. **Have a face-to-face conversation with your supervisor prior to submitting your boomerang resignation email.** Though you may get good news that they will have a position for you when you return, they may also tell you that they cannot hold a position for you when you return.
2. **The organization may say that they will rehire you, but circumstances can change.** Check-in at least six weeks before you plan to return to this position to make sure nothing has changed. If they are no longer interested in hiring you back, you can start your job search as soon as possible.

If you are submitting a print letter, please use the template on the previous page to format a business letter.

Subject Line: Resignation Letter

Dear Dr Vriend:

Please accept this letter as a formal notice of my resignation from my position as a Research Assistant with the Canine Food Development Project for the summer season. As per our conversation, I will be a full-time junior researcher with the Canine Cancer Research Institute from May 1st 20XX to August 28th 20XX.

Thank you for encouraging me to pursue this internship. I believe this opportunity will provide me with additional insight into companion animal care and improve my data analysis skills. I believe that this experience will improve my contributions to the Canine Food Development Project when I return in the fall.

Sincerely,

Cara Magari