

## Leaving a Job

What reasons might a person have for leaving a job?

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### Class Discussion

What are the experiences of your classmates? Discuss the issues below:

- Have you ever stayed in a job that you didn't like? What was it? Why did you stay?
- Many people stay in jobs they don't enjoy or very often hate? Why do you think this is?
- What advice would you give to someone who was unhappy with their job?

**Employers' expectations of employees leaving the company/organisation:**

- Letters of resignation.
- Notice.
- Compliance with company regulations for ending the contract.
- Compliance with contract agreement.

**Employees' expectations of employers when leaving a company/organisation:**

- Holiday pay if applicable.
- Back pay if applicable.
- P 45 tax statement.
- References (when requested but usually not until new position is secured).
- Compliance with company regulations for ending contract.
- Compliance with contract agreement.

**Letter of Resignation**

The letter of resignation is very important when handing in your notice. Employees sometimes speak to their employer and inform them of their intentions but this depends on the relationship that they had. In a very large company or organisation, the staff member who is leaving might discuss their resignation with their line manager or supervisor and not with top management. No matter what the circumstances are **employees must always follow up this conversation with a formal letter of resignation.**

**Study this sample letter of resignation carefully.**

*Your address*

*Date*

*Name of recipient*

*Title (position within company)*

*Name of company*

*Address*

Dear Mr/Ms \_\_\_\_\_

I wish to terminate my employment with *(name of company)*. I therefore give you one month's/week's notice from today. *(today's date)*.

I have been offered a position with *(name of new company)*. I feel that I should take this opportunity as it would be a good career move for me.

I have really enjoyed working for *(name of company)* and I gained valuable experience in this job.

I would also like to thank you for your help and support during my time here.

I would be grateful if you could provide me with a reference before I leave.

Thank you.

Yours sincerely

\_\_\_\_\_  
*(your name)*

## **Writing Task**

You have been working with Bathroom Elegance & Co Ltd. for the past three years and now you wish to leave for a better job which offers you a higher salary and more career opportunities.

Write a letter of resignation, giving one month's notice.

Address your letter to:

Mr Robert Williams  
Managing Director  
Bathroom Elegance & Co Ltd.  
57-58 Middle Gardiner Street  
Dublin 1