## Resignation letters

Resignation letters are an official letter to resign from a job.

**Why to write a resignation letter**

* It is important to include the date on the letter and the date of your last day of work (usually written in the main body)
* It is legal
* It is recordable
* It is very important for getting a future reference from your employer.
* It is also the formal way of resigning from a job

**Tone and style**

* Resignation letters should always be at least formal, and sometimes very formal
* They should be factual and include both dates (date of letter, and the date you are leaving as well as your name and a signature)
* It is not essential to include a reason why you are leaving the job, but it might be wise to include one if you require a future reference