



Resignation Letter

Pre-Reading

A. Warm-Up Questions

1. Have you ever changed jobs? Why or why not?
2. How did you feel when you left your job?
3. What do you have to do when you leave a job?
4. Who do you have to talk to when you leave a job?
5. What are some reasons that people change jobs?

B. Vocabulary Preview

Match the words on the left with the correct meanings on the right.

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|----------------------|---|
| _____ 1. regret | a) to give, to submit |
| _____ 2. inform | b) becoming actual, happening |
| _____ 3. tender | c) to teach someone new skills, or to learn and practice new skills |
| _____ 4. resignation | d) the achievement of something planned or desired |
| _____ 5. effective | e) clerical work or record-keeping |
| _____ 6. pursue | f) to change from one person or thing to another |
| _____ 7. train | g) to tell, to let somebody know |
| _____ 8. replacement | h) the person who takes over the duties of another |
| _____ 9. paperwork | i) to follow, to take |
| _____ 10. transition | j) quitting or leaving a job, usually with a formal note |
| _____ 11. success | k) to be sorry |

Reading

Practice reading the resignation letter with a partner.
Underline any words or phrases you don't understand.

Mr. Lee Timson
225 Fox Drive
Bonnville, NY 12345

Mr. William Michaels
River Education Books
1530 Fordshackle Street
Bonnville, NY 12345

October 1, 2015

Dear Mr. Michaels,

It is with **regret** that I write to **inform** you that I am **tendering** my **resignation**. My resignation is **effective** in two weeks.

It is difficult to leave River Education Books, but I have been offered a management position with another company. I think it is a good opportunity for me to **pursue**. I've learned a lot from you and from the job. Thank you for the opportunities you've given me.

I will do my best to **train** my **replacement** in the next two weeks. I can also help with **paperwork** to make this **transition** as easy as possible. Thank you for your understanding. I wish River Education Books much **success** in the future.

Sincerely,



Lee Timson

Comprehension

1. How did Lee resign?
2. When will Lee no longer be an employee for River Education Books?
3. Why did Lee decide to leave his job?
4. What did Lee say about his replacement?

Vocabulary Review

Complete the sentences using vocabulary from page 1.
You may need to change the word forms.

1. I have to _____ my boss about the customer service problem.
2. She _____ not being able to finish her studies in January instead of May.
3. After Megan left, her _____ didn't do as well because she wasn't familiar with the job.
4. Daniel had to fill out a lot of _____ on his first day of work.
5. The _____ between high school and college is easy for some people but harder for others.
6. Ryan did not like his job, so he _____ a letter of resignation.
7. Kim did not think she could work and go to school at the same time, so she decided to submit her _____ before the next semester started.
8. The new office policies will be _____ on September 15.
9. Maria's boss asked her to _____ the new person to use the office computers.
10. When I finish college, I want to _____ a career in business.

Speaking

Discuss the following questions with a partner.

1. Did Lee have a valid reason for resigning?
2. What other reasons might Lee have resigned for?
3. Is writing an email the best way to resign from a position?

Writing

Write a letter of resignation for a job that you would want to leave. Remember to keep the letter formal and polite.

Listening

Fill in the blanks as you listen to the recording.

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October 1, 2015

Dear Mr. Michaels,

It is with _____ that I write to inform you that
I am _____. My
resignation is _____ in two weeks.

It is difficult to leave River Education Books, but I have been
offered a management position with another company. I think
it is a good opportunity for me to _____. I've
learned a lot from you and from the job. Thank you for the
opportunities you've given me.

I will do my best to _____ my _____
in the next two weeks. I can also help with _____
to make this _____ as easy as possible. Thank you
for your understanding. I wish River Education Books much
_____ in the future.

Sincerely,



Lee Timson