A resignation letter is perhaps one of the hardest letters to write. To help you, here are a few tips to remember as you write a letter of resignation.

1.Be straight to the point – Remember that you are writing this letter for the human resource department or the management. They will not spend hours to read your life story in a resignation letter. Get straight to the point and avoid too many words that do not directly relate to the message of your letter.

2.Be sincere but careful in your approach – In a resignation letter, you have to state the reason for quitting the job. Say this truthfully but in the most respectful manner possible.

3.Never forget to thank your employer for the chance to work with them – Thanking your employer is a must in a resignation letter. You would always like to end your work stay in a positive note. Do not burn your bridges or ruin ties that you have made with former employers in a resignation letter.