

写辞职信也要小心LetterofResignation PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/151/2021\\_2022\\_\\_E5\\_86\\_99\\_E8\\_BE\\_9E\\_E8\\_81\\_8C\\_E4\\_c85\\_151386.htm](https://www.100test.com/kao_ti2020/151/2021_2022__E5_86_99_E8_BE_9E_E8_81_8C_E4_c85_151386.htm) Keep Your Letter of Resignation Simple Writing a letter of resignation might be an unpleasant task , but there"s really not that much to it. In its simplest form , you just date your letter of resignation , say when and what you"re resigning , sign it , hand it over , and that"s it. Five minutes , and you"re done. Unless you possess the judgment of an attorney and style of a professional writer , don"t write much more in your letter of resignation if you wish to use your soon-to-be ex-employer as a reference. There"s really no need to explain your reasons for resigning anyway. For one thing , it"s really nobody"s business but your own. For another , however honorable your reasons may be , it"s very hard to strike just the right tone in writing. For example , if you write in your letter of resignation that you"ve found a more challenging career opportunity , it implies that you"re bored with your current job. If you write that you"re having family or health problems , you"ve just documented that you might be a risky hire. Your words may haunt you down the road , when a potential employer contacts your former employers as references. Your words might also be used as evidence against you , should you sue your former employer for a wrongdoing. For example , if you write that it"s been a pleasurable experience working there , then later sue your employer , you might have a hard time proving harm. In other words , try not to leave anything up to the interpretation ( or

misinterpretation ) of the reader when writing your letter of resignation. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)