

Power Phrases

1111111111

Consider using adaptations of these key phrases in your resignation letters.

I am offering two weeks' notice so that my territory can be effectively serviced during the transition, with the least amount of inconvenience to our clients.

While I have enjoyed very much working under your direction, I find now that I have an opportunity to further develop my career in areas that are more in line with my long-term goals. I thank you for the sales training that I have received under your supervision. It is largely due to the excellent experience I gained working for ABC Corporation that I am now able to pursue this growth opportunity.

During the next two weeks, I am willing to help you in any way to make the transition as smooth as possible. This includes assisting in recruiting and training my replacement in the _____ territory. Please let me know if there is anything specific that you would like me to do.

Again, it has been a pleasure working as a part of your sales force.

I have thoroughly enjoyed the work environment and professional atmosphere at _____. Your guidance and counseling have been the source of great personal and career satisfaction, and I am grateful.