NAME:

DATE:

THE GOOD PROJECT

CRAFTING A RESIGNATION LETTER

1. CHOOSE ONE OF THE FOLLOWING SCENARIOS:

- YOU ARE A JOURNALIST, WRITING FOR A MAJOR NATIONAL NEWSPAPER.
- YOU ARE A PROFESSIONAL ACTOR, WORKING IN A SUCCESSFUL PRODUCTION.
- YOU ARE A LAWYER, AND ONE OF FOUR PARTNERS IN A VERY SUCCESSFUL FIRM.

2. SOMETHING HAS RECENTLY CHANGED AT YOUR PLACE OF EMPLOYMENT. YOUR PERSONAL STANDARDS OF EXCELLENCE ARE NO LONGER THOSE OF YOUR COLLEAGUES. YOU HAVE COME TO THE DIFFICULT CONCLUSION THAT YOU MUST LEAVE.

3. WRITE A RESIGNATION LETTER EXPLAINING THE MISALIGNMENT BETWEEN YOUR OWN STANDARDS OF EXCELLENCE AND THOSE OF THE INSTITUTION. FEEL FREE TO INVENT DETAILS TO EXPLAIN YOUR POSITION. MAKE SURE TO INCLUDE:

- YOUR REASONS FOR LEAVING
- FACTORS YOU HAVE WEIGHED IN MAKING YOUR DECISION
- WHAT YOU FEEL HAS CHANGED IN YOUR PLACE OF EMPLOYMENT
- YOUR HOPES FOR YOUR FUTURE CAREER

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