



Leaving a Job - Sample Scripts

Here are some sample scripts of how to tell your supervisor you are leaving. You can also use these scripts if you decide to email or call your supervisor to let them know that you are leaving the job.

The people in these two scripts do not give a reason for why they are leaving:

"I wanted to talk to you about my job. I unfortunately am not able to continue working here after January. I have appreciated the opportunity to work here and would like to help out in whatever way I can until I leave."

"Thank you for giving me the opportunity to work here; however, I am giving my official two weeks notice of resignation."

This person is leaving because they are starting school:

"While I have really enjoyed working here, I unfortunately am going to have to stop working here starting in the middle of August. I was accepted into High Point University and will begin in September."

This person is leaving because they found a job that is a better match with their interests and skills:

"I need to speak with you about my job here. I am sorry to say that I have to give my two weeks notice because I have found a job that better suits my interests and skills."

This person is leaving because they were offered a new job:

"I have something important that I need to talk to you about. I am no longer going to be able to work here starting in two weeks. While you have been an excellent supervisor, I have been offered another job that is a great opportunity for me. I have really liked working here and would like to help make my transition go as smoothly as possible."