

		C20-L1	
Letter of Resignation		Core Competency: C20	Level 1, Introductory
Develop a letter of resignation			
Time to complete: 120 minutes			
Objectives	Upon completion of this lesson students will be able to: 1. Understand the proper way to resign from a job. 2. Compose an appropriate letter of resignation.		
Cross Competencies	H75 Demonstrate familiarity with a variety of technologies H78 Demonstrate basic computer skills H81 Demonstrate an ability to search for information on the internet		
Core Standards	Career and Vocational/Technical Education: Content Standard 5 Workplace Competencies: Content Standards 1, 2 and 4		
Resources			
Materials in Lesson Plan	Other Supplies Required	Supplemental Resources	
<ul style="list-style-type: none"> • C20L1HO1 Resigning from a job • C20L1WS1 Resignation Letter 	<ul style="list-style-type: none"> • Newspapers or internet access • Computer access for preparing letters 	<ul style="list-style-type: none"> • <i>The Job Hunting Handbook</i>, 4th Edition, Dahlstrom & Co. 	

MCA	Portfolio Project	Guest Speakers	Program of Work
	Copy of Resignation letter	Local business owner that hires high school students	
Civic Engagement	Indian Education for All	Career Pathways	Competitive Events
		Business	Employment Prep (grade 12)

Suggested Instructional Approach		Notes
Introduction	Students, in their early years of working, often leave jobs. Some of them leave jobs in an inappropriate manner, thus lessening chances for re-employment with that employer. Many of the reasons students leave jobs are legitimate--they don't want to work during the school year; they are going on to postsecondary school; they are moving, etc. Resigning in the proper manner will create a positive feeling on the part of both the employer and the employee.	
Preparation	<ul style="list-style-type: none"> • Make copies of student handouts. • Examples of different qualities of papers and envelopes. • Internet access or local newspapers. 	
	<ol style="list-style-type: none"> 1. Begin with a discussion on how you make a decision to resign (if other than an obvious one, such as moving). 2. Distribute <u>C20L1HO1 Resigning from a Job</u> and discuss the importance of following through with all the steps suggested in this handout. Remind the students that they don't want to burn any bridges when the leave a job because you never know when you might encounter your employer again. 3. Distribute <u>C20L1WS1 Writing A Resignation Letter</u>. Have your students write a letter to you (career specialist) resigning from a job of their choice. When they have completed the letter have them review the checklist to make sure they have included all the elements of a resignation letter before they hand it in. 	
Assessment	Copy of Letter of Resignation and Self assessment list	
Supplemental Activities	<ul style="list-style-type: none"> • Have a round-table discussion of positive and negative experiences you and other students have had in leaving a job. • Invite a local business owner who hires high school students to come to your class and discuss what expectations they have in regards to resigning. 	