

		C20-L2	
Resignation Letter		Core Competency: C20	Level 2, Intermediate
Appropriately resign from a job			
Time to complete: 120 minutes			
Objectives	Upon completion of this lesson students will be able to: <ol style="list-style-type: none"> Understand how to appropriately resign from a job. Understand how to lessen the negative impact of being fired from a job. 		
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"> C20L1PPT1 Why People Get Fired C20L2HO1 You're Fired C20L2ACT1 Leaving a Job Scramble C20L2Q1 Leaving a Job Quiz 	<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 letter	Local business owner that hires high School students	
Civic Engagement	Indian Education for All	Career Pathways	Competitive Events
		Business Family and Consumer Science	Employment Preparation

Suggested Instructional Approach		Notes
Introduction	If you want to change jobs there are many questions you need to ask yourself. Why do you want to leave your present job? Is there something about the job that you dislike? Could you transfer to another job or department more in line with your career aspirations? Is it a move up the career ladder? Are you leaving to further your education? Have you been asked or pressured to leave? Whatever the reason for leaving the job, there is an appropriate way to do so.	
Preparation	<ul style="list-style-type: none"> • Make copies of student handouts. • Internet access or local newspapers. • If you will be doing supplemental activities, make copies or arrange for the resource as needed. 	
	<ol style="list-style-type: none"> 1. Present C20L2PPT1 Why People Get Fired. Invite students to share experiences they have had in leaving a job. Discuss changing jobs, being fired or laid off, various solutions to problems. Discuss job hopping--as an employer would you hire someone who keeps changing jobs? Ask students how they can learn and profit from a termination. Additional assistance may be necessary for students who are having problems understanding the resignation process. 2. Discuss with students what they can do if they are fired C20L2HO1 You're Fired. Follow up with discussion time. 3. Bring a local employer of high school students in to discuss issues with hiring young people. 4. Have students participate in C20L2ACT1 Leaving A Job Scramble. This could be played like survivor. 5. Finish the unit with C20L2Q1 Leaving A Job Quiz 	
Assessment	Completion of C20L2ACT1 and C20L2Q1	
Supplemental Activities	Break the group into teams of two, a supervisor and a resigning employee. Since a written resignation is usually preceded by an informal notification, have student's role play different approaches to resigning from a job orally. You could make the simulation more realistic if you had the student, as the supervisor, question the resigning employee, i.e., Can I talk you out of this action? What can I do to change your decision? Would you stay if I gave you a promotion? More money?	