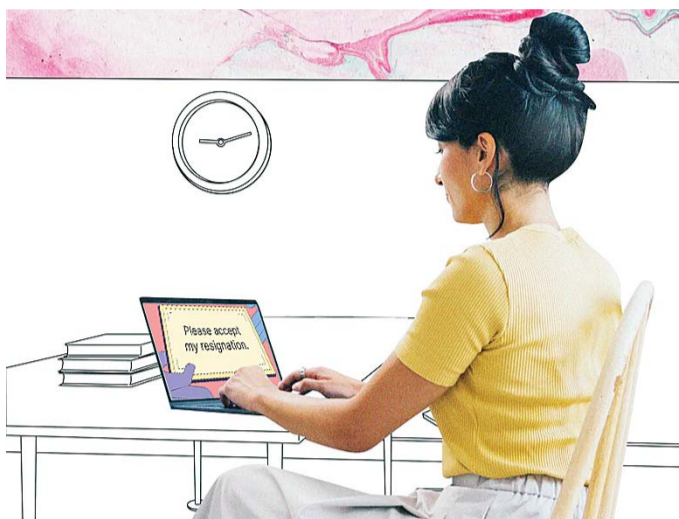


## #OFFICE-WORK

# How to Write a Perfect Resignation Letter

A guide to everything you need to know about resignation letters.



Out of all the anxieties at our workplace, anxiety over quitting is probably the most common. Even when we're glad to be leaving, a lot of people get stressed out about the mechanics of actually quitting. How do you tell your boss? What do you write in your resignation letter? And, for that matter, why are we still having this important conversation by letter in the year 2023?

Here's a guide to everything you need to know about resignation letters.

### What is the Purpose?

The most important thing to know about writing a resignation letter is that it's not the way you should give your boss the news. When you resign, you should do it via a real conversation with your manager-in person if you work in person or via phone or Zoom if you're remote.

Your boss should not learn that you're leaving by finding a letter on their desk! Nor should you walk into their office, hand them the letter, and stand around awkwardly while they read it. Hollywood movie conventions to the contrary, (Hollywood also thinks that you negotiate a salary by writing your desired number on a slip of paper and pushing it across the table. Hollywood is weird and appears to be populated by people who have not worked in many non-Hollywood office jobs or who behaved really oddly when they did.)

So if a resignation letter isn't the way you announce your departure, what's it for? It's intended to be documentation of your decision a bureaucratic detail, not the main event.

You have your resignation conversation with your boss and then you follow up with your resignation in writing to formalize it and ensure there are no misunderstandings later.

This is primarily in your employer's interests; they do want you, for example, to be able to file for unemployment and claim that they laid you off when you actually left voluntarily or to later allege that you were wrongfully fired.

But writing a resignation letter can protect you as well - for example, if anyone raises questions later on about whether you truly gave two weeks' notice.

### What to Include?

Here's the second most important thing to know about how to write a resignation letter: It should be short. Really short.



This letter is not the place to air your complicated feelings about leaving your job, or your frustration with your boss, or your disappointment that you weren't promoted or given better assignments.

You might choose to share those details in your exit interview (though that doesn't always make sense, either), but your resignation letter definitely isn't the place for them.

A resignation letter should be two to three sentences at most and should simply confirm your decision to resign, note when your last day will be, and indicate today's date. If you want, you can also add a single sentence of fluff to pad it out.

### Anatomy of a Resignation Letter

**Date:** Make sure to date the letter (and submit it that same day) so there's no doubt later about how much notice you gave.

**Content:** Just two to three sentences documenting your decision.

**Last day:** Make sure to include when you're proposing your final day will be. Fluff: This is optional.

### Resignation Letter Examples

This is a typical resignation letter:

May 30, 2023  
This letter is to confirm that I've made the difficult decision to resign from ABC Company. My last day will be June 13. I've appreciated my time here and wish the company every success.

Sincerely,  
Rahul Sharma

As you can see, it's short and unemotional, but it gets the job done. Most people use this "just the facts" type of template.

If you can't stomach saying kind things about your employer, you can strip those out and instead write something like this:

May 30, 2023  
This letter is to confirm my resignation from ABC Company. My last day will be June 13. Please let me know how I can assist in the transition between now and then.

Sincerely,  
Rahul Sharma

You could even eliminate that last line if you wanted to, but when you've already decided to leave, there's nothing to be gained by being brusque, and a sentence expressing some minimal goodwill (and this really is quite minimal) is useful. That's it!



# Glam Singapore Has A Dhobi Ghaut

While they continued to work in Singapore for over a hundred years, the *dhobis* never arrived with the intent of settling down in the country. Rai says that very few *dhobis* came with their families - "The pattern was for the male to work as a *dhobi*, returning to India perhaps, once every three or four years, and maintaining his family there." Before they returned to India for good, they would bring over a son or a relative to carry on the business of being a *dhobi* in Singapore. A few laundries still operate there with this said pattern. Many people who live there work in the traditional Indian laundry service providers who have been operating there from generations without fail.



Anjali Sharma  
Senior Journalist & *wellife* enthusiast

Back in the 1930s, Narayanan's parents paid around Rs 5 to a washerman, or *dhobi*, in Singapore for doing their laundry. He used to come to our Newton Road house every Sunday morning and collect the week's laundry, which he slung over his shoulders," recalled the 90-year-old Singaporean of Indian origin and former stockbroker. Narayanan uses a laundry service now, but still chooses to use the word *dhobi*.

The story of *dhobis* in Singapore began in the 19th century. They first arrived on the island in 1819, brought by the British along with Indian *sipahis* or soldiers. They were a part of what was known as the bazaar contingent, which included various kinds of servicemen to cater to the needs of the British and the *sipahis*. And yet the *dhobis* left an impression on their new country in a way that many other servicemen didn't. When an underground station for the Mass Rapid Transportation system was built in Singapore, it was named as *Dhoby Ghaut*. The station was opened in 1987.

"The naming of the MRT station as *Dhoby Ghaut* is an attempt to mark out what was once the key occupational group in the area - really remembering Singapore's heritage," said Rajesh Rai, associate professor at National University of Singapore and author of *Indians in Singapore 1819 - 1945*. "The first *dhobi* settlement was at a part of a freshwater stream that is more or less exactly where the *Dhoby Ghaut* MRT station is." *Dhoby Ghaut* or *Dhobi Ghat*, literally means washer man's place in Hindi, from *dhobi*, 'washer man' or one that does laundry, and *ghat*, referring to a series of steps

Basah Road and Prinsep Street.

### Temporary Home

The *dhobis*, who moved to Singapore came from Uttar Pradesh and Bihar. "There were Tamilian *dhobis* too, with the colonial forces arriving from the Madras region," said Nalina Gopal, curator at the Indian Heritage Centre in Singapore. "The area was named after them and was known as *Vannan Theruvu* in Tamil too."

While they continued to work in Singapore for over a hundred years, the *dhobis* never arrived with the intent of settling down in the country. Rai says that very few *dhobis* came with their families - "The pattern was for the male to work as a *dhobi*, returning to India perhaps once every three or four years and maintaining his family there." Before they returned to India for good, they would bring over a son or a relative to carry on the business of being a *dhobi* in Singapore. A few laundries still operate there with the same pattern. Many people who live there work with the traditional Indian laundry service providers who have been operating there from generations.

Sri Thendayuthapani Temple (aka Chettiar's Temple) is one of the oldest temple in Singapore built in the year 1838. A Hindu temple founded by Nattukkottai Chettians in April, 1839.

Sri Thendayuthapani Temple encompasses deep roots in Singapore Hinduism, 75 feet tall high ceiling. Shoes are required to be removed before entering the premises as with respect to the grounds and active place

### fff

Sri Thendayuthapani Temple has a long standing distinguished history where it is imbued in poetry. Sadasivam Pandithar's poems published in 'Singai Nagarathani' and 'Chitrakavali' in 1887, depict descriptions about the temple. Whilst Kavignar Kannadhasan, a Chettiar and a distinguished poet have also composed songs in praise of the Lord.

of worship. Photography inside the temple and the statues on the pillars are permitted. Visitors are ensured to dress modestly and avoid obscene appearance (gentlemen pickup your pants to the waist line at the entrance! and ladies no low cut tops or mini skirts please). Six important Hindu festivals are celebrated with great grandeur: *Thai Pusam*, *Letcha Archanai* for Meenakshi Amman & *Durgai Amman*, *Navarathri*, *Skantha Shasthi* and *Thiru Karthiga*. It is equipped for staff residency quarters, a library, an office room and a spacious and well decorated stage for cultural performances during special occasions. The outside facade is extremely detailed ornate with finery to the grain. Outside is a picturesque imbued in my mind indefinitely since my August 2010 visit. Donations are welcomed and it is expected for visitors to oblige quietly in silence as not to disturb the tranquillity of the temple.

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Owned and operated by Chettiar's Temple Society. It is a grand reminder of the Tamilian washerman society who would have been contributing to it's grandness.

Today, there isn't a single trace left of the humble origins of *Dhoby Ghaut*, except its name, of course. The MRT is the nearest station to get down and head to the shop, eat and soak in art. The Orchard Road area is flanked by museums as well as malls which house brands such as Gucci, Armani Exchange, Jimmy Choo, Calvin Klein and more. It is also near the official residence of the Singaporean president at Istana.

But do Singaporeans know the story of *Dhoby Ghaut*?

### Forgotten History

"Among Singaporeans, quite a few people would know about this history to it, as the colloquial Malay word for laundry is *dhobi*," said Darren Goh, a tour guide,



Thendayuthapani Temple

who runs SneakPeek Singapore, which offers free walking tours. "In a local language, people are able to make that connection, even if they don't know that people actually used to wash clothes right where they now buy clothes."

As of 2010, however, only about 15% of the local population speaks either Malay or Tamil at home. The majority of the population, who speaks English or Mandarin and other Chinese dialects, has no reason to suspect the history behind *Dhoby Ghaut*. For example, a humour column from 1987 seems to set the blame for naming the place squarely on some 'British wallah', the Indian connections seemingly oblivious.

Despite Tamil being one of the four official languages of Singapore, *Dhoby Ghaut* remains the only prominent landmark named in an Indian language in the country.

"For Singaporeans who are proud of their country's multiculturalism," said Goh, "*Dhoby Ghaut* often is used an example when people mention Indian-derived place names in Singapore."

Read on to find out more about some of the world's most beautiful castles, fortified homes that are both a feast for the eyes and a time trip back to the bygone age during which they were created.

## ZITS



## World Softball Day



If you love a fast-paced game you can play indoors and gives you all the thrill and excitement of baseball, then it's time to check out Softball. Softball is a much-maligned variation of baseball that has an exciting history and just as fierce a spirit of competition as the more famous baseball. If you know and love this game and its storied past, then World Softball Day is for you. Get together a group of friends and get outside to play a fun, competitive, game of softball.

## #AROUND-D-WORLD

# World's Most Beautiful Castles

Romantic and somewhat mystical, places that spark our imagination and conjure visions of long-ago knights...



### Amber Fortress: (Jaipur) India

Erected in the early 17th century by the Mughal ruler of Rajasthan, the Amber Fort crowns a hilltop near Jaipur; its stout walls reflected in the waters of Maota Lake.

The palace complex inside the walls revolves around courtyards flanked by exquisite examples of Rajput architecture like the Maharaja's Apartments, Sukh Niwas (Hall of Pleasure) and Diwan-i-Am (Royal Audience Hall).

Although it was once fashionable to ride an elephant up the steep entrance road, visitors are now asked to walk or take a 4x4 taxi.

### Neuschwanstein: Germany

Even though many people consider this Bavarian masterpiece the epitome of a German castle, it's a relatively new creation, erected in the late 1800s at the behest of King Ludwig II.

The Bavarian monarch instructed his architects to design something that would reflect both the operas of Richard Wagner and the romantic ideals of the Middle Ages - as much a fantasy as Sleeping Beauty Castle at Disneyland, but with the snow-capped Alps as a backdrop and the Bavarian plains spread out beneath.

Neuschwanstein is also a cinema darling, having appeared in numerous flicks over the years including "Chitty Chitty Bang Bang" and "The Great Escape."

### Himeji Castle: Japan

Located about 30 minutes by bullet train west of Osaka and Kobe, Himeji rises above the Inland Sea and is considered the epitome of the Japanese feudal castle.

Both a Japanese national treasure and World Heritage Site, the elegant whitewashed structure is also called "White Moorish and Renaissance details."

The castle's vivid red-and-yellow colour pattern - and its flashy clock tower - endow Pena with a much more playful air than the somber castles found elsewhere in Europe.

### Ksar of Ait-Ben-Haddou: Morocco

This massive mudbrick structure on the edge of the Sahara has starred in more than a dozen movies and television shows including "Game of Thrones," "Gladiator" and "The Man Who Would Be King."

The complex features a fortified lower town along the Asif Ounila River - where people still reside - and a partially ruined hilltop citadel.

Berber-style guest houses provide accommodation for visitors to a ksar originally built in the 17th century as an overnight stop for caravans traveling between Marrakech and the Sudan.

### Kalmar Castle: Sweden

Founded in the waning years of the Viking Age, Kalmar Castle traces its roots to a 12th-century defensive tower overlooking the Kalmar Strait on the Baltic Sea.

Four centuries later, King Gustav and his sons transformed Kalmar into a splendid royal residence that (with the help of renovation) looks much the same today as it did in 1592.



Pena Palace: Portugal.



Himeji Castle: Japan.

can watch jousting and other ancient combat forms, listen to medieval music or watch artists demonstrate the arts, crafts and everyday skills of a thousand years ago.

Read on to find out more about some of the world's most beautiful castles, fortified homes that are both a feast for the eyes and a time trip back to the bygone age during which they were created.

### Palace of the Grand Master of the Knights of Rhodes: Greece

This classic medieval castle towers above the island of Rhodes in the Aegean Sea. Originally built as a Byzantine citadel, it was reworked into its present Gothic form by the crusading Knights of St John when Rhodes served as the headquarters of their grand master.

During the brief Italian occupation of the Dodecanese Islands, Benito Mussolini used the castle as a holiday home. Its permanent archaeological exhibitions feature relics from ancient Greece and the early Christian period.

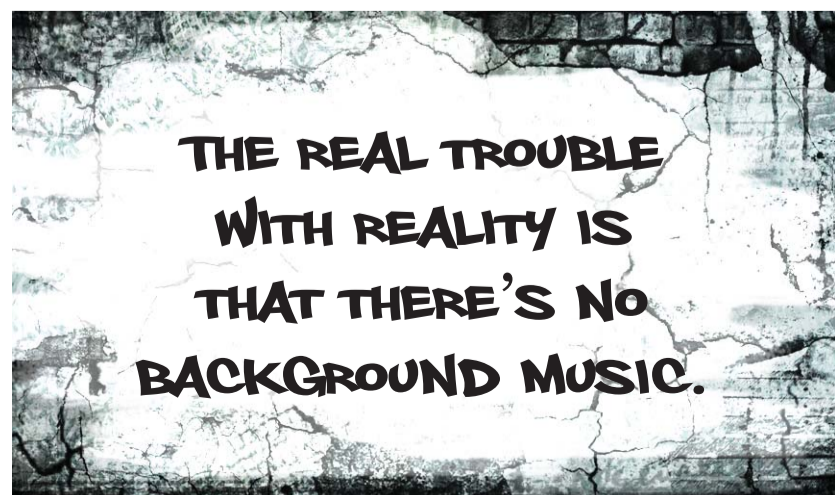
## #TRANSITION

leading down to a body of water.

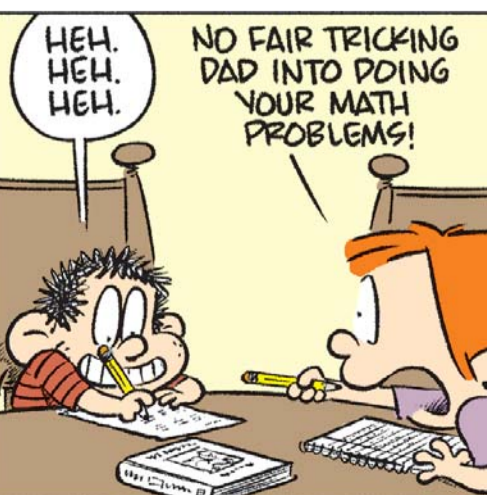
The narrow stream was known as Sungai Bras Basah or 'wet rice river' in Malay, because that was where wet rice was brought in by boats and then dried on the banks. It was also the workplace of the *dhobis* in Singapore. The stream does not exist anymore and the stretch is now known as 'Stamford Canal', named after the British founder of Singapore, Thomas Stamford Raffles, and it is part of the shopping district on Orchard Road. Until the early 1900s, the *dhobis* used water from a clear stream that flowed into Sungai Bras Basah. This stream now exists as a large drain beside Handy Road. The *ghats* or steps leading down to the stream, were demolished when Sungai Bras Basah was canalised. The *dhobis* would then dry the laundry at *Dhoby Green*, the open park bounded by Stamford Road, Handy Road, Bras



## THE WALL



## BABY BLUES



By Rick Kirkman & Jerry Scott

By Jerry Scott & Jim Borgman