

Resignation Tips

Resignations are a fact of life. But, because most people don't resign very frequently, often they are unsure about the right approach to take.

The following steps may assist you through the resignation process:

- Once you have accepted a written offer of employment from your new employer, you are in a position to provide notice of your intention to resign to your existing employer.
- Provide the required notice period - refer to your employment contract. Never assume that your existing employer will agree to a shortened notice period, though you can always ask the question.
- Book a meeting with your direct manager so that you are able to personally advise them of your resignation. Plan what you are going to say in advance.
- Draft a letter of resignation to take to the meeting with your direct manager. The letter should be professional and succinct. The letter should:
 - Be addressed to your direct manager
 - Refer to the date of the meeting you have booked with your direct manager
 - Confirm your intention to leave
 - Confirm the day you intend to finish work
 - Include your signature.
- Always do your best to leave professionally, and on good terms. Don't be tempted to make negative comments about the organisation (or the people in the organisation) you are leaving. You may need a reference in the future.

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- At the meeting with your direct manager, remain calm and professional. They may be shocked by your intention to leave and become defensive. You may or may not decide to tell your direct manager what your future plans are. Confirm with them whether they are comfortable for you to advise others of your intention to leave. In many cases, your direct manager will ask you to keep your decision to leave the company confidential for some part of your notice period – let your employer be the one to make the announcement.
- Be prepared for a counter offer from your existing employer. Ask yourself, will the additional salary and benefits really make a difference? Review the situation carefully. If you stay, will your relationship with your manager and the organization still be the same? Market surveys consistently find that around 80% of people who accept a counter offer will leave (or have their employment terminated) within the next six months. Are you merely delaying the inevitable? Further, if you have accepted another offer of employment, withdrawing from it may damage your reputation in the market.
- Finally, many employers now conduct exit interviews to solicit feedback from departing employees. Ensure that any feedback you elect to provide is constructive and effective.
- If you are nervous or uncertain about the resignation process we encourage you to speak with your Consultant at Resource Solutions Group. We assist many people through this process and sometimes it helps to talk through your approach and get input.