



Resigning from your job

There are right and wrong ways of resigning from your job. Doing things the wrong way could lead to negative feelings between you and your employer and recriminations on both sides. On the other hand, doing things the right way goes a long way in ensuring continued success in your professional life.

Make sure that you're prepared, be positive and ensure you've carefully considered your options:

- Are you 100% committed to leaving your current employer? It sometimes helps to make a list of the reasons why you wish to leave for a new opportunity.
- Have you pursued all avenues for advancement with your current employer?
- Would you still wish to leave if your current employer offered you more money or a promotion?
- Would your career be better progressed in a new company? Don't just consider salary - for example, would the career prospects or training be better?
- What does your heart say? What does your head say?

Resigning Verbally

- Work out beforehand what you're going to say **and then stick to it**. Your boss will try and probe you for more information — details that you might not want to give at this stage. Don't be obstructive, but simply and politely make it clear that you are resigning.
- Emphasise the positives of your time with your current employer — you never know when your career will mean that you cross paths again in the future and it's never wise to burn bridges.
- **Expect a reaction**. Unless your boss is expecting you to resign, your decision may come as a surprise. This could possibly provoke a slightly confrontational reaction, but if you stick to your guns and are polite, you'll be able to take it in your stride.
- Always leave the meeting on a good note and be as polite as possible. Stress that you will undertake your work until you leave to the best of your ability and will make sure that any handover of work is completed diligently.
- **Any verbal resignation must be followed up by written resignation.**



Written resignation

A written letter of resignation always gives you more time to prepare exactly what you want to say, as well as giving you greater control of your message and its delivery.

In its simplest form, a resignation letter should include the following information:

- Your name
- Name of person you're tendering your resignation to
- Date of resignation
- Notice period
- Your signature.

If you're leaving in good circumstances, you might feel that you want to say a little bit more; perhaps you'd like to thank your boss for their support, for example.

However, if you're leaving in strained or bad circumstances, **please resist the temptation to 'let off steam' in your letter.** Don't get personal — just because you're now going to leave, does not mean that your letter of resignation should be the way to tell your boss what you really thought. Your letter of resignation will remain on your personnel file and, if you write anything discourteous, it might come back to haunt you in the future. Just stick to the basics.

The counter-offer

Be prepared for a counter-offer and remind yourself of the reasons why you wish to leave when considering whether or not to accept.

If you're offered more money, remember that this wasn't on the table until you forced their hand by tendering your resignation. Whilst an increased salary might initially sound tempting, remember that it will not solve any other issues.

If you accept a counter-offer, how will it affect your relationship with your employer? Will they feel that you are genuinely 100% committed to the company? Will they feel that they have been 'blackmailed' into increasing your salary?

Bear your employer's motives in mind; they probably aren't offering you an increased salary from the goodness of their hearts. It is in their interest to present you with a counter-offer. It's much easier for them to increase your salary a little, rather than having to recruit externally and train a new member of staff.



If you do accept a counter-offer, statistics show that you are likely to be seeking a new job again within just six months as the underlying issues, e.g. training, career development, recognition etc, have not been solved by money.

Remember if you have any queries whatsoever, we're here to help.

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