

Your Guide to Resigning



Congratulations on our new job! We know handing in your notice can be daunting, especially if you have been at your current role a while. To help make the process as smooth as possible we have enclosed some handy information to assist you through the resignation process. In this document you will find our advice on the best way to handle your resignation and an example letter you may decide to use. We have also included a guide to counter offers as it's likely that your company will try to tempt you to stay with an offer.

Don't forget we have lots of experience helping people through the resignation process so if you need a bit of extra advice get in touch with your consultant.

It's likely that your present company has helped you progress professionally and as a result you may feel uncomfortable resigning. You may be nervous about breaking the news to your colleagues especially if you have become close friends with them over the time you have worked there.

The key thing when resigning is to make sure you keep it professional and positive. Your colleagues will understand your desire for progression in your career and there is no need to be negative about the fact you are leaving. When telling your colleagues you are resigning use it as an opportunity to thank them for their support over the time you've been working with them and try to avoid any negativity, remember your colleagues will still have to work there once you've gone.

So what can I expect when I tender my resignation?

Unless your manager knew you were looking for a new job your resignation will likely come as a shock to them, you will have contributed to the company's success and are probably involved in lots of areas within your workplace that requires your talents. They'll now have to find a replacement and training of a new person with all the upheaval this creates. For this reason when you hand in your resignation they will probably be surprised and try to persuade you to stay.

'The Counter Offer'

The most common way companies will try to persuade you to stay is with a counter offer, matching or beating the package you have been offered at your new role. We advise you to think long and hard about accepting a counter offer for a few reasons:

- Unless the reason you are leaving is purely money (which it rarely is) the issues you had will still be there or will resurface soon after you decide to stay.
- You may be looked upon less favourably for promotions or future pay rises as you have shown yourself to be less 'loyal'.
- It may just be a way for your manager to buy time while they find your replacement.

80%

of people who accept a counter offer end up leaving their current employment within a year.

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How to Turn Down a Counter Offer

You've been counter offered but you've decided you still want to leave, how do you turn down the offer without offending? Remember that as much as you get on with your manager this is purely a business decision so keep things professional. Thank them for the generous offer but explain that you are still planning on accepting the new job offer, there is no need to tell them exactly why it's fine to say you are doing it for your own career or personal reasons without elaborating.

Keep in mind why you decided to look for another job in the first place and the reasons you accepted the new job, there is no need to justify your decision to your employer. It is best to keep things amicable with your manager as you may need them provide a reference in future so don't go into too much detail about why exactly you still want to leave especially if it is due to something negative.

Your Resignation Letter

Even if you tell your employer you are leaving verbally it is likely they will ask for a formal letter to make your resignation official. As with all conversations around your leaving it's best to keep the letter professional and to the point, there is no need to go into detail about why you are leaving. All the letter really needs to contain is that you are leaving and that you intend to work your notice with the date of when you believe you will leave the company. You can check your contract to work out your notice but don't worry too much about this, most companies will give you a formal letter outlining the terms of your departure which will include the date of your last day along with any other information such as any holiday which you may be owed. If you are unsure about anything once you receive this letter contact your HR department.

We have included an example resignation letter but this is just a starting point, feel free to remove any aspects of it or add anything additional.

Working your Notice

The majority of jobs have a notice period you will be expected to work out before you leave, as much as it is tempting to kick back and relax as you are leaving it's always best for your own professional reputation and to help out your colleagues to use your notice to ensure a smooth handover. It's common for employers to ask any departing staff to write a handover document or, if they have a replacement in place already, run training on your job with the new member of staff.

During your notice period your employer may ask you to attend an exit interview which are usually held by HR. These are normally for the business' own internal use so they can track the reasons why people are leaving and improve the working conditions there so use this as an opportunity to be honest about why you are leaving and to bring up any suggestions you think may help the company to retain staff in the future.

Example Resignation Letter



FAO

Date

Dear [Manager's Name]

I would like to resign my position of [Job Title] with [Employer] to leave [End Date].

I would like to take this opportunity to say that making this decision has been difficult, as working at [Employer] has been a positive experience and one for which I am grateful. I have gained invaluable insight and training for my career ahead and have enjoyed working with you and my other colleagues in [Department/Section/Project].

I am conscious of the need to provide support to the [Name of department] until my departure and I shall give my full commitment until then.

I wish [Department] and [Employer] every success in the future and thank you for the opportunities I have been given during my time here.

Yours sincerely,

[Your name]