

edison | hill

The Right Process for the Right IT Staff

The Complete Guide to Resigning

If you have made a decision to move on from your current job, it is important to know how to handle your resignation. Moving on with your career is an exciting time but resigning from your job can come with its own set of difficulties. Here are our top tips for leaving on good terms with your current employer.

Step 1

The Resignation Letter

If you are serious about leaving the company, you must always begin the process with a formal letter of resignation. Here are our top tips on what to include.

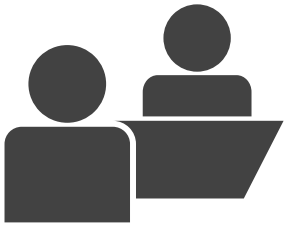


- Before you sit down to write your letter of resignation, review your current contract and familiarise yourself with the details in particular your notice period.
- Your aim when writing the letter is to leave your current company on good terms. Be friendly yet formal.
- Keep it brief and stick to the facts. Your resignation letter should begin by simply stating that you want to resign in a matter-of-fact manner. Use clear language so that you sound confident in your decision. This will help ensure your manager doesn't respond with a counter-offer, which is likely to be a short-term fix that only benefits the company, at best.
- Go on to state your last date of employment with the company.
- Giving reasons for your resignation is optional.
- Don't get personal. Thank your boss for the experience you have gained and the opportunities you have been presented with. This letter will remain on your personal file so only use professional language and avoid any controversy.

Step 2

The Resignation Meeting

We can't predict your employer's reaction to your resignation but we can help you prepare for it. Whether you are greeted with a congratulatory handshake or an air of disappointment, read our tips on how to respond.



- Retain your composure regardless of how your manager reacts to the news. Your reaction could be the difference between a good reference and a bad one.
- Stick to your guns. Your manager may try to persuade you to stay with a salary increase or other employee benefits. However, now that they know that you want to leave, it is unlikely you have a future with this company. They know that, and any counter-offer is likely to be a short-term fix that gets them out of an immediate staffing issue. Rest assured, they will be looking for your replacement from this point on.
- Focus on the positives throughout the meeting, rather than on the reasons you wish to leave and ask how the news of your departure will be shared with the rest of the company.
- Ask your manager what you can do to make the transition easier and offer to help in any way possible.

Dealing with a counter-offer

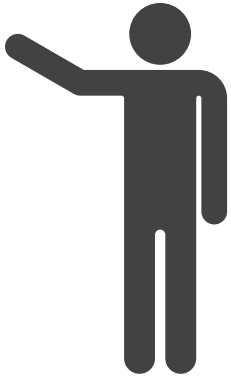
Your resignation will not only change the dynamic of the workplace as a whole, but your workload will have to be absorbed into the company should a replacement member of staff not be found in time.

For these reasons and many more, your manager may try and sway your decision with a counter-offer during your resignation meeting. Accepting a counter-offer isn't wise on your part as your manager now knows that you are unhappy in your current position and as a result will question your loyalty to the company. Indecision at this stage could also damage your long-term prospects with your new company. If this situation arises simply state that you are grateful, but that you don't want to pass up the opportunity you have been offered.

Step 3

The final days

During your final days of employment with your current company, be polite and sincere in your actions. Work your full notice period and tie up any loose ends before you leave.



- Leave on a positive note by participating in the smooth handover of any on-going projects.
- Be open with your co-workers regarding your choice to leave the company.
- It can be tempting to switch off during your last few days but keep up a high standard of work and make a great last impression on your employer. Coming in late to work or leaving early won't do you any favours further down the line. You never know when you will need them to sing your praises.

Saying goodbye to a current employer is never easy especially if you have spent a long time working for the company. Resigning from your current role can be a daunting experience but the tips in this guide should help you to leave your company on a positive note with your professionalism intact. Remember that you, not your employer, have control over your career, and with new opportunities come great things.

Onwards and upwards!