



Step-by-Step Resignation Guide

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Congratulations,

You received an offer! You worked hard to earn this achievement and you should be proud of this tremendous accomplishment. You've made it to the next level of your career.

Before you move to your new position, you must resign from your current one. We understand that resigning can be a tricky process. That's why we created this guide to help you navigate this final step before your new chapter unfolds. This guide has resignation tips, information on counter offers, and a templated resignation letter.

The Resignation Meeting. During your resignation meeting, prepare yourself for reactions ranging from congratulatory handshakes to guilt trips, or possibly out-and-out anger. Regardless of the employer's reaction, you should remain calm and professional. It is imperative that you handle your part of the resignation meeting in a courteous and professional manner. The kind of character reference the company will give you in the future will be strongly influenced by the impression you left when resigning.

Resignation Letter. Changing jobs can be stress-filled. To eliminate any possible misunderstanding, always submit your resignation in writing. Your note should be brief and should contain a clear statement of resignation, an expression of thanks for the professional association you have enjoyed, a final date of employment, and a cooperative statement expressing your willingness to help during the transition period prior to your last day of work.

Why Are You Leaving? Another potential trouble area is the inevitable question about why you're leaving, often phrased, "Tell us what's really wrong here." As satisfying as it may be to unload about your manager's failings or the company's problems, it is never a good idea. No company has ever changed as the result of an employee who is no longer part of the organization's future generously informing them of their failings. Nothing is accomplished except leaving behind a bad impression about your lack of professionalism. Remember, you are doing nothing wrong or unreasonable. You simply have been presented with an opportunity for growth that you have decided to pursue.

Breaking the News. Also keep in mind that your co-workers could be curious, inquisitive, upset, or even jealous about your departure. In most cases, a resignation affects many people within an organization and the web you weave will be greatly improved by being consistent with everyone you speak to. Whether you are cornered at the office or co-workers call you at home, tell everybody exactly what you told the company. What you say is likely to travel full circle, and negative comments can be used to make your co-workers look loyal while making you look bad.

Until you Depart. Finally, do not underestimate the importance of your performance during your last two weeks. It is a grave mistake to become mentally unemployed and let down while working out your notice. Give it your best effort right until the last minute you're there. You will never be sorry you did. By using the strategies and techniques outlined above, you will resign with a high degree of professionalism without burning any bridges.

Handling a Counter Offer. Loyalty Factors: It's always great to be wanted and needed, but believe it or not you are replaceable. If your current employers truly can't replace you, why did you have to wait until you resigned to discover this? The problem is, if you decide to stay, you have now permanently blotted your trust record and demonstrated a perceived lack of loyalty to the company by resigning in the first place. This can jeopardize your situation, not only with management but also with your immediate colleagues. How will they feel when they realize you already have one foot out the door? In reality, this decision is all about you, not the project, nor your team, or your manager. Remind yourself of the reasons why you began to look for a new role in the first place; has this really changed?

The Truth About Counter Offers – They Don't Work. A counteroffer is rarely successful in the long term. It is probable that even after accepting an appealing offer, you will be gone within 6-12 months, as national statistics indicate that 89% of people who accept counteroffers are gone by then. Either, your initial reasons for leaving will resurface and you will resign, or you will be terminated by the company that convinced you not to leave.

Resignation Letter Template

Use this model as a guide for your resignation later. This should be sent as a formality after you've spoken with your manager about your intention to leave.

Email Subject Line: <Your Name> Resignation

Hello <FIRST NAME>

I write to inform you that I am resigning from my position at <COMPANY NAME> as <JOB TITLE>. My last day will be <DATE>.

Thank you for the opportunities <COMPANY NAME> provided me. It has been a privilege to be part of the <TEAM NAME> and I'm so proud of the accomplishments we achieved together.

Please let me know what I can do to make this transition easier. In the future, please feel free to contact me at <EMAIL ADDRESS AND PHONE NUMBER>.

Thank you again for your years of support and encouragement.

Respectfully yours,

Your Name