

## RESIGNATION ADVICE

*There are right and wrong ways of resigning from your job. Doing it the wrong way can lead to bad feelings between you and your employer, recriminations or even a bad reference. On the other hand, the correct resignation etiquette will contribute to continued success in both your personal and career development.*

### Carefully consider your options before resigning...

- ✓ Are you committed to leaving? Make a list of reasons why you should resign?
- ✓ Have you spoken with your current employer about your reasons to see what can be done?
- ✓ Will you be better off with your new employer? Consider money, location, career and personal satisfaction?
- ✓ Have you consulted your family? How do they feel about you moving to a new employer?

### The Written Resignation...

***In the simplest form a resignation letter should only include the following information:***

Name, date, the person it is addressed, notice of termination of employment, when this is effective from and finally your signature

***If you are leaving in good circumstances and feel that you want to say a little bit more:***

Emphasise the positive – perhaps thank your employer for the opportunities they have given you (you never know when you may need your ex-employer to vouch for you or give you a reference). If, however, you are leaving in strained or bad circumstances, resist the temptation to vent and let off steam

### ***Don't get personal:***

Just because you are leaving, a written letter of resignation is not the vehicle with which to tell your manager what you really thought of them and it is never polite to include personal remarks in a resignation letter. If you have genuine differences of opinions with your employer then save the communication of them for another time and place and never commit these thoughts to paper (your comments will remain in your personnel file).

### The Resignation Meeting...

#### **Be prepared:**

It is natural for your employer to want to identify the reasons for your leaving so they are likely to ask questions like:

- What factors have led you to this decision?
- Which company are you considering joining? Note that you are under no obligation to reveal this.
- What could we do that would stop you from leaving?
- In what ways could we improve things for you?

## **Work out what you are going to say and stick to it:**

Ask your employer to respect your decision and not make it difficult for you. Don't be obstructive but simply make it clear that you are submitting your resignation

## **Emphasise the positives:**

You never know when you may cross paths with your former employer so don't dwell on the negative aspects of your time there.

## **Expect a reaction:**

Unless your employer is expecting you to quit, your decision may come as a surprise. When caught off-guard they may get emotional or even confrontational, in which case, stick to your prepared comments.

## **Retain your composure:**

Your employer may no longer see you as a team player and may even feel betrayed. Once again, stick to your prepared comments and try not to rise to any unhelpful remarks.

## **Always leave the meeting on a good note and be as cooperative as possible:**

Stress that you will undertake the handover of any uncompleted work to the best of your ability

## **Your employer will almost certainly offer you improved terms to stay, so be prepared:**

See 'THE COUNTER OFFER' below

## **Leave on the right note:**

- ✓ Give the required amount of notice to your employer of your intention to leave. Your notice period is usually stated in your contract of employment
- ✓ Make sure that your employer knows that you've actively participated in the smooth handover of any unfinished work and have been as cooperative as possible
- ✓ Negotiate a fair settlement for any outstanding salary, holiday entitlement and bonus / commission payments that are due to you

## THE COUNTER OFFER

Be cautious of any attempt to stop you leaving by an offer of improved circumstances from your employer. This might sound counterintuitive but accepting a counter offer is statistically a mistake, as 72% of people who accept one leave within a year anyway, and not always on their terms (see below).

Whilst a counter offer doesn't always include a pay rise, this is often the easy option available to an employer. If money was your main reason for resigning then perhaps you will be happy after an increase but still consider why it took your resignation for them to recognise you; and why you didn't feel comfortable approaching them before getting a job offer from elsewhere.

Whatever your employer is offering, take time to revisit your initial reasons for wanting to leave as often these are overlooked when a suddenly attentive employer is offering promises of a brighter future. More money may paper over the cracks for a short time but the deeper issues soon resurface once you've absorbed the extra pay into your daily living, and found that their other inducements have not materialised.

### 10 reasons to decline a counter offer:

1. When you resign you make your employer aware that you took time out to look elsewhere; they will know you'll do it again so your loyalty will be forever questioned
2. When promotions and salary increases are due, employers remember who was loyal and who was not
3. When making cut-backs your employer may consider those who used a resignation to improve their terms, over those they deem 'more loyal'
4. Once the shine has worn off, recognising that you've simply been bought back at the last minute can be a dent to your personal pride
5. Where was the extra money for the counter offer during your last performance review? Most companies have salary bands and may simply be giving you your next raise, or buying time to recruit someone in your place
6. The reasons that are causing you to consider leaving will almost certainly reoccur within the next 6 to 12 months regardless of what your employer does now
7. Statistically, the likelihood of you voluntarily leaving or being let go increases following a counter offer
8. It's likely that some of the Directors, and your colleagues, will disapprove of your using a resignation for advancement. Once the word gets out you may notice a change in some of your relationships.
9. Wouldn't you rather join a company who is offering you what they feel you are worth, than stay; where you have to threaten to leave before being recognised?
10. Declining an offer once you have confirmed your acceptance is wrong for many reasons and should be avoided at all costs. What would have been your new employer feels let down and likely to decline you in the future, your current employer feels they have had to pander to you and everyone is questioning your integrity.

## The Emotional Counter Offer

Keep in mind that a Counter Offer creates a temporary illusion that things are going to be better.

This rose-tinted veil lasts just long enough to rob you of the opportunity you were offered and to burn numerous bridges – all before you have to start the search again.

Listen out for the Emotional Counter Offer with something like:

- ✓ “How can you leave us after all we have done to help your career?”
- ✓ “We are a family and are such good friends”
- ✓ “You’re going to be leaving us in a mess, this is really not a good time, let’s work something out”

Head over to the Toolkit on our website for a suite of free resources <https://www.ftscareers.com/toolkit.asp> and call us on 01202 201225 to discuss the counter offer or other recruitment matters.