



SAYING GOOBYE



... AND HELLO TO YOUR FUTURE CAREER SUCCESS

Congratulations you've been offered a new role ...
So now it is time to say 'goodbye' to your current employer.
We would like to offer some words of advice for what may be a difficult task.

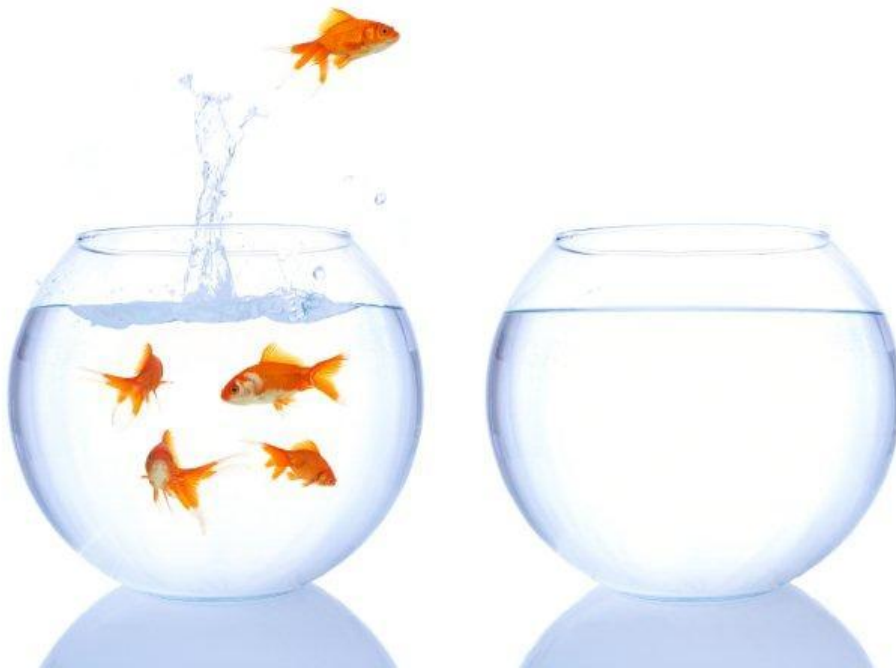
HOW TO RESIGN ...

For many of us writing a resignation letter is not easy. As it is a matter of formality it needs to be done with skill as well as courteously or it could have a serious impact on your career in the future.

Many employers do take a personal interest in their staff and can take it as a personal failure if a valued member of staff wants to leave. Therefore when writing a letter of resignation you should focus on creating a document which your employer can hold in their hand and feel absolved of any blame or fault over your departure.

A good resignation letter can serve to keep bridges from being burned between you and your company. It's a very small world out there, meaning that however tempting you should resist giving any 'home truths' that could damage a relationship.

Remember that you may need an employment reference from them in the future, so your letter should always be professional and polite. Your letter will almost certainly be archived and included in your employment file, and could possibly be shown to potential future employers - it could therefore come back to haunt you.



The usual way to proceed is to wait to receive the formal offer from your new employer.

You should first resign verbally and in person (rather than by telephone or text). You will then follow that up with a formal letter. The letter is commonly handed in 4-weeks prior to a leaving date. This time period allows the employer to make arrangements for your departure.

Although you should note that some companies have different policies and may release an employee immediately, it is therefore advisable to check the terms of your employment to see if there are any special clauses.

Tips when writing a resignations letter

- Check your company's termination policy, as some employers require more than 4-weeks' notice for employee resignations.
- Bear in mind that the minute you submit your resignation letter, you could be told to pack your stuff and leave by the end of the day.
- Try to give your employer as much notice as possible, so they can have a reasonable amount of time in finding a replacement for you.
- Try to soften the blow of your departure by including positive points in your letter.
- Avoid discussing in detail your resignation plans with your work colleagues – this could backfire on you.

Do not

- Criticize your employer or job. Negative statements should be avoided at all costs, as many companies will keep a resignation letter on file, and you may find yourself a few years down the line applying for a job with the very same company.
- Include any disparaging remarks about individual managers, co-workers, or subordinates.
- Give lengthy explanations about why you are resigning i.e. you were offered more money elsewhere. If you do feel the need to give your reasons then make them very brief.
- Use emotional or controversial language.

When to give a reason for resigning

If you are leaving for positive reasons i.e. you are relocating or going back to education then it is fine to give these reasons. However if you are leaving because of a grievance then it's almost always wise never to mention the details.

Saying goodbye to co-workers

After handing in your notice it's polite to let your close work colleagues know that you are leaving. If you want to stay in touch with some of them then take their contact details or give yours to them. It's also advisable to not boast about any new job you are taking up.

Things to do before you leave your workplace

- Clean up your desk and computer.
- Delete all personal computer files and emails.
- Take the contact details of any colleagues you want to stay in touch with.
- You may want to consider asking for a reference from your employers before you leave.
- Make sure you tie up any loose ends and do not leave any important tasks or duties unfinished.
- Say goodbye to your close work colleagues personally or via an email.
- Do not take any 'intellectual property' from your employer.

Offering to help your employer during the 'transition period' of you leaving

- Offer to train a fellow worker in your job role,
- Assist in helping them to find someone to replace you.
- Suggest a fellow member of staff who you think could do your job well.

Remember that even if your offer of assistance isn't accepted it will still be appreciated.

Resignation letter - example

Dear David

It is with regret that I tender my resignation as Personal Assistant with SMUC Ltd. This follows my appointment as Office Manager with Harrows Supplies Ltd. As I am required under my contract to give you one month's notice, I understand that my last day of employment will be on the 22 October 20XX.

May I take this opportunity to thank you for all of the invaluable help, advice and encouragement that you have given me during my one year with SMUC Ltd.

I have thoroughly enjoyed my time here but I feel the moment is now right for me to take up new responsibilities and challenges.

I would like to take this opportunity to wish you and SMUC every success in the future.

Yours sincerely



Dealing with a counter offer

Sometimes your resignation will be met with a counter offer which can be very flattering however you need to bear in mind the following words of advice ...

Employers often make counteroffers in a moment of panic. ("We can't have Jane leave right now! We have that big conference next month.") But after the initial relief passes, you may find your relationship with your employer and your standing with the company has fundamentally changed.

You're now the one who was looking to leave. You're no longer part of the inner circle, and you might be at the top of the list if your company needs to make cutbacks in the future.

Even worse, your company might just want time to search for a replacement thinking that it's only a matter of time until you start looking around again.

You might turn down your other offer and accept your employer's counteroffer only to find yourself pushed out soon afterward.

In fact, the rule of thumb among recruiters is that nearly 80% of people who accept counter offers either leave or are let go within a year.

If in the unlikely event you were planning on using a job offer as a 'bargaining tool' – words of caution - you may be told to take the other offer - even if you don't really want it! Using another offer as a bluff is a really dangerous game.

If you have any doubts or concerns ... it's wise to discuss these openly with your Recruitment Consultant who can offer you words of wisdom from their experience.

Finally, the team at Plum Personnel are here to help. We can offer you

- one-to-one coaching session
- on-line videos

One last thing ... if you would like to discuss this or any other aspect of your next career move ... we're here to help.

Just contact your Recruitment Consultant at Plum Personnel

Good Luck!

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