



Resignation Advice

Handing in your resignation is rarely easy. You are changing the dynamic between yourself and your manager so that you are in control of your future. The reaction will be one of the following;

- Anger - leave now.
- Emotional blackmail - How can you leave us? We have done so much for you.
- Our Clients are relying on you.
- We'll match/improve the offer - stay with us.
- Thanks very much for all that you have done - lets work out the handover.

You need to be prepared for all of these reactions and confident that the next move is the right career opportunity for you.

Some tactics to make the process smoother are;

Prepare a letter in advance to hand to your manager at the beginning of the meeting. The text should read:

*I wish to resign from My last day of employment will be
Whilst I am working my notice I would like to assure you of my continuing
commitment to the organisation and my desire to ensure that the transitioning of
my work is completed in a professional, comprehensive manner.*

Ask your manager for a short meeting towards the end of the day, ideally at the beginning of the week. Begin the meeting by saying that you wish to resign and that you want to plan with them how to transition your work. Hand over your letter. At this point do not engage in any discussion about reasons why you are making the move. Say that you will be happy to discuss this once you have left. Keep the meeting short and thank the Company for the time that you have spent with them.

Ensure that your manager is the first person to know of your decision and remain controlled and professional throughout the process - regardless of their reaction. Remember you are the person who knows how best to develop your career.