

The Best Way to Resign

Resigning can be intimidating, but it's important to do it the right way. Whether you have been happy in your job or not, leaving on amicable terms is advisable. Even if you are tempted to give one or more people a piece of your mind, the dramatic exit lines we have all seen in films are best left to the imagination. Even if you don't require a reference, leaving bad feelings behind can come back to haunt you.

Letting them Know

When you have definitely made your mind up to leave, make sure you look through your contract or company handbook to see what specific procedures your employer has in place. Make sure you are aware of the length of notice period you are required to work. If you do not have a formal contract in place, please try to give at least one or two weeks notice for a handover period as a sign of goodwill.

Your employers will need something they can keep on file so always write an official resignation letter, and if possible, hand this to your boss during your meeting/discussion with him or her when you are informing them of your intention to leave your employment.

What should your Resignation Letter say?

Firstly, state that you are giving notice as agreed in your contract.

Next, thank them for the opportunity of working with them, and assure them that you will do your best to ensure that your duties are smoothly transferred to whoever will be taking over or to your line manager.

Finally, wish them every success for the future

Why are you Leaving?

Whatever your reason for resigning, make sure that you tell everyone the same thing. Telling your boss one thing, and your colleagues something else is not a good idea. Even if you confide in one person, it's very likely that the word will get around and your boss will get to know the truth. Don't take the risk of appearing to be two-faced.

You can be honest to your boss without being rude. If you've not been happy with decisions taken, or feel you were unfairly overlooked for a raise or promotion, or don't like the management style or company culture then it is ok to say so! Being honest about your reasons for leaving might make life easier for the people you are leaving behind, or your replacement! However, if you don't feel you can do this without it becoming a long drawn out rant, or getting personal, then it's probably best to say nothing. Explain yourself in a calm manner, and do not get drawn into an argument or slanging match.

And Finally

Remember that resigning is not wrong. Stay positive, be polite, be professional but be assertive too. Always aim to leave on good terms, but don't forget it is your life and your career, and you are entitled to leave for the job you want.

Good Luck! But don't forget that the consultants at Mission 4 Recruitment are always here to help and advise you through each step of the recruitment process including resignations.