

## Resignation Tips

Resigning from a position is often a daunting task. Please see below some tips on how to make the process easier.

### **Be confident about your decision**

Before you resign, be sure about the decision you are making. Why are you looking to move from your current job? Is there anything that your current employer can do to resolve your problems and change your mind? Be clear about why you are resigning and remember this when you step into your manager's office.

### **Stay professional**

Unless your manager is expecting your resignation, their reaction may be unpredictable. Some managers may take it personally and become defensive. Others may give you reasons to stay. Irrespective of your managers reactions, clearly state your reasons for leaving and that you would like to leave on good terms. Stay professional (even if your manager doesn't)

### **Do the right thing**

Make sure that you have reviewed your employment contract prior to resigning and that you give your manager at least as much notice as you are contractually obliged to. Do the right thing by your employer, you may work with them again one day.

### **The counteroffer trap!**

Counteroffers come in many forms - an increased salary, a promotion, a car-park. Think of the reasons why you resigned in the first place and whether the counteroffer truly rectifies these problems. 9 times out of 10 a counteroffer will act as a band-aid to the problem but not truly repair it.

### **Referees**

Once you have resigned, speak to one or two people about acting as a referee for you. Your referee should be someone who has worked directly with you for an extended period of time, ideally someone who is more senior in the organisation than yourself.