



Resigning

Resigning from a role can be a stressful experience, particularly if you are leaving friends and a brand that you have worked tirelessly for over the years.

It is imperative that you leave an employer on good terms for future references - it's just what professionals do. Remember, you never know what might happen in the future and it's always good practise to depart on a positive.

If executed correctly and professionally and, perhaps after an initial shock and possible emotional outburst, most employers will accept and understand why you are looking to move on in your career.

Follow the simple 3 Step Process:

1. Planning

- Note down all the features of the new position
- Note down all the reasons why you wanted to leave
- Note how the new position meets all your aspirations
- Compare where each role can take you over the next 3 years
- Work out who you should resign to - HR or your direct manager

2. Verbal Resignation

- Plan your strategy and keep focused on the key objective
- Give an honest appraisal and if appropriate provide both negatives and positives about why you feel you have to move
- Do not be pulled into long drawn out appraisals of your role make it clear you have made up your mind and have committed to the new employer
- If your employer becomes emotional keep your composure - this is not a personal decision, it is a professional one based on the facts

3. Written Resignation

- Plan the letter
- Keep it simple
- Outline the facts and leave a positive impression
- Offer the contractual notice period but this will often be negotiated to a mutually convenient period

People find the resignation difficult but remember this is not personal - you have based your decision on the facts and your employer should support your move.

Examples of Resignation Letters

1. Simple resignation letter

Dear (***the recipient's name***),

As required by my contract of employment, I hereby give you (***length of notice period***) notice of my intention to leave my position as (***current job title***).

I wish both you and (***name of current employer***) every good fortune and I would like to thank you for having me as part of your team.

Yours sincerely,

2. Request waiver of notice period letter

Dear (***the recipient's name***),

As required by my contract of employment, I hereby give you notice of my intention to leave my position as (***current job title***).

I have decided that it is time to move on and I have accepted a position elsewhere. This was not an easy decision and took a lot of consideration. However, I am confident that my new role will help me to move towards some of the goals I have for my career.

I understand that my notice period is (***current notice period***) but I would like to join my new employer at the earliest date. Therefore, I request that you waive this notice period and relieve me of my duties immediately. Please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

I wish both you and (***name of current employer***) every good fortune and I would like to thank you for having me as part of your team.

Yours sincerely,

3. Request shorter notice period letter

Dear (***the recipient's name***),

I write to confirm that I am resigning from position as (***current job title***).

I have decided that it is time to move on and I have accepted a position elsewhere. This was not an easy decision and took a lot of consideration. However, I am confident that my new role will help me to move towards some of the goals I have for my career.

My contract of employment requires that I work here for a further (***current notice period***) from the day I give notice. However, I wish to request that you release me at an earlier date because my new employer wants me to be able to start work on (***requested start date in new job***). Please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

I wish both you and (***name of current employer***) every good fortune and I would like to thank you for having me as part of your team.

I look forward to hearing from you.

Yours sincerely,