



The Resignation Letter

Once you have written your resignation letter, arrange a brief meeting with your superior. It is imperative that this letter is direct, to the point and without embellishment.

Here is a suggested letter which we have found quite appropriate:

Dear Richard,

Please accept this letter as my official notice of resignation. I have made a commitment to another organisation and will start with them in one month.

Naturally, it is my intention to work diligently with you and my team members to make this transition as smooth as possible, as I wish to leave on a positive and professional note.

Yours sincerely

The Meeting

Call your boss and schedule a 5-10 minute meeting. The purpose of the meeting is professional but a private matter. You set the agenda with your boss. You must be positive and professional.

This will not be a time for idle conversation, progress updates or a chance for your employer to find out what it will take to keep you on board. This is the time when you inform your employer of your decision and commitment to make a career move.

- **Give notice:** stay for the full period unless the company requests that you leave sooner.
- **Be modest:** don't alienate your colleagues by bragging or chattering incessantly about your awesome new job.
- **Don't insult anyone or anything:** whether it's true or not, show that you regret leaving such wonderful people behind.
- **Don't insult anyone or anything:** remember that you're accountable for your work until the last minute on your last day.
- **Continue to adhere to office protocol:** you have worked hard for that corporate persona, so leave them with a lasting impression of professionalism.
- **Review the employee handbook:** understand what you're entitled to regarding benefits and compensation for unused sick or vacation days.
- **Organise your files:** make it easy for your colleagues to find materials so that they can transition your workload seamlessly and won't need to call you at your new job.
- **Do a great job training your replacement:** these people paid your salary for a year or more, you owe it to them to leave your job in good hands.
- **Don't take anything that doesn't belong to you:** this includes office supplies and work products that have not been developed by you personally.



What to Expect From Your Boss

Employers have only a few possible reactions to your resignation:

- Clear your desk and leave!
- How can you do this to me, the company, after all we've been through together?
- How can you do this to the client, and as you know we're so busy?
- Come on, you can't be serious, what's it going to take to keep you.
- I understand, I accept your resignation and want to work out a smooth transition.

Whatever their reaction, take confidence in knowing that you are well prepared both emotionally and professionally. Having realistic expectations of the resignation meeting, the possible reactions from your boss and the appropriate positioning of your resignation itself, you'll be able to maintain control of your career.