



# Resignation Guide by ML6

## How to Part Ways On Good Terms

Congratulations! You've just signed and returned your offer letter. You've worked hard to get to this point and have landed your dream job! This is a time for celebration. There's just one more thing you'll need to get through...

### **A Few Notes on Resigning:**

Having made the decision to commit to a new role at a new organization, you'll now need to resign from your current role and organization. We're going to aim to breakdown the best way to resign to make it as smooth as possible. Resigning is stressful, no matter the situation. It's important to remember that it's just as stressful for the person who you are handing your resignation to – although that is in no way to say you should feel guilty for resigning. Rather, it's best to keep in mind that when you resign, your immediate supervisor now has a task on their hands that they weren't planning for, and they might not react positively to your news. Your goal is to become prepared for this and be ready to handle any scenario.

It's natural to feel uncomfortable or even guilty about handing in your resignation. You might feel as though you are letting your boss down or leaving your coworkers in the lurch. Remember, companies plan for turnover – this is a natural occurrence when running a business. Your decision to move on is a decision that you are making with your best interests in mind, so let's get started.

### **Writing the Letter:**

Your first step in handing in your resignation is to write your letter of resignation. It should be straight forward, and to the point. Here's a template:

Your Name  
Your Address

Date

Recipient Name  
Recipient Title  
Recipient Company  
Company Address

Recipient Name,

Please accept this letter as notice of my resignation, effective *(the final date of your employment, typically two weeks from the date you delivered your resignation; however, it can be more if necessary. We recommend you review the details in your employment agreement to see if a minimum notice period is required)*. Over the next (x) weeks, I will be working hard to make this transition as smooth as possible.

Sincerely,

(Signature)

Your Name

That's it! You don't explain why you are leaving, what your motivations are, how much your new company is paying you, or any other details. This is not the opportunity or avenue to address grievances with the company – you are simply notifying them that you have resigned, and what your last day will be.

### **Scheduling the Meeting:**

Once you have printed out your letter and signed it, your next step is to schedule a sit-down meeting with your immediate supervisor, or whomever you are to give your resignation to. You should do this as soon as possible after accepting your new offer, typically the next day. If your supervisor asks why you want to have a meeting, politely but firmly state that you want to wait for the meeting to discuss it. If they ask to push it off for a few days or a week, tell them it's of an urgent nature, and shouldn't take long. Offer to come in early, do it over lunch, or stay late if need be. Be polite and accommodating, but firm in your need for a meeting on the day you have requested it.

It's likely that your supervisor will then guess at what is coming, but you don't need to address anything until you are in the meeting with your letter in hand. If they push, keep restating that you want to wait for the meeting, and that it will only take a few minutes.

### **The Script for Resigning:**

Once in the meeting, you'll need to take the lead and deliver the news. Again, this delivery should be short and sweet; "I've made the decision to accept a position with another company. X will be my last day." You don't need to state anything other than what you've included in the letter.

Once you've delivered the news, and handed over the letter of resignation, you can say how much you've enjoyed working there and that you are committed to wrapping up your work and ensuring a smooth transition.

At some point during this, you will likely be interrupted by your boss asking for details. They might ask where you are going, why you are leaving, or any number of questions. In rare cases, they might take it personally and become angry or aggressive. In any case, you don't need to answer their questions if you don't want to. You can say that the organization has asked for that to remain confidential at this time, and then shift the conversation back to how you are committed to wrapping up your work, and ensuring a smooth transition. It is possible that your employer may ask you to leave, and to pay you for the duration of your notice period instead of having you actually work it – this is within their right, so you should be prepared for this to happen.

### **After the Resignation:**

Having resigned, it's common to feel a mix of emotions. Happy that you're moving on to a new role that you are excited about, but also sad about leaving a position that you have enjoyed. You will probably feel relieved that you have resigned, while at the same time feeling nervous about your new position. Take a few moments to step out of the office and call someone close to you to celebrate. Take some time to collect your thoughts and then head back to your desk, ready to wrap up what you've been working on.

You might be tempted to tell some of your closest colleagues about your decision. However, you shouldn't. It's up to your company to decide when to announce you are leaving, and you should let them do so.

### **The Final Two Weeks:**

Your focus at this point is leaving a positive impression. You want to be someone who did everything you could during your last weeks to assist your team and the company. You want to be remembered as a professional. Although you might be asked for details by your coworkers on where you are going, and what the job market is like, it's best to say you're keeping it confidential until you've finished.

## **Handling the Counteroffer:**

Your company will be motivated to keep you, and they will give you a counteroffer. This is usually accompanied by discussion around how valuable you are to the team and how they want to have a chance to demonstrate how much they value you. Usually, the counteroffer gives you a sizable salary bump and the promise of further advancement with the company. Sometimes there will be other perks, like the extra week of vacation you had been angling for, flexible working arrangements, etc. Sometimes, you might even be offered a promotion to stay.

Although it might be tempting to stay where you are and take the salary increase, question why they didn't pay you that to begin with. Why did it take your resignation for them to decide to pay you what your skillset is worth? Keep in mind that they now know you were dissatisfied enough to have gone through an application, many interviews, and an offer acceptance process - you have now been branded as someone who was willing to leave, and they assume that you will do it again. In many cases, the search for your replacement will be underway. Think back to all the reasons why you decided to entertain a new opportunity in the first place – chances are, many of those reasons are still present.

## **It's Over:**

You've accepted a new role, you've resigned, you've worked out your notice period and ensured a smooth transition for your organization. You've rejected a competitive counteroffer, and you've maintained positive relationships with your boss and your colleagues, ensuring you'll be remembered as a strong team player, and a professional. You can finally relax and focus on taking the next exciting step in your career!



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