



HANDING IN YOUR RESIGNATION **-How to make a graceful exit-**

It may seem like a daunting experience, however, when handled properly, resigning from your job can be a stress-free experience that will leave your employers sad to see you leave. Here's our guide how to make the experience as pain free as possible.

Timing is important. To be fair to all involved, you should tell your current employer that you are leaving as soon as possible after you have accepted your new position. It will allow your company time to put in remedies to compensate for your departure and it also shows your new employer you are committed. If you are waiting on an employment agreement from your new employer before resigning why not ask them to put the offer in an email for you as confirmation of the offer as official employment agreements can take time. This way you have something in writing and can have the confidence to hand in your resignation.

Speak to the RIGHT people. In most organisations your first approach on resignation should be to the person to whom you directly report; at others the HR department may be more appropriate. Use your own judgment as to who you feel you should approach, but always have a written letter prepared.

Have a letter / email prepared. Your resignation letter should be polite yet succinct. Thank them for the experience you have gained (even if you have been in an unsettling environment, you will undoubtedly have learnt something from the experience!) There is no need to go into your reasons for leaving.

Offer to work your notice period in full. You should offer to work the period of your notice to the full. This period is there for a reason – it allows companies to put in measures that will ensure they have a smooth transition when employees move on.

Should your new employer wish you to start sooner than your notice period allows, explain this to your current employer by stating that you will be flexible. It is unlikely an employment offer will be revoked because a potential new employee has to work their notice in full.

In some instances, some employers will allow the person to leave earlier than their required notice period if they have annual leave days accrued and they have a suitable replacement for your position. There's no hard in asking.

Meet your obligations: Do your job well, right up to the day you leave. Now is not the time to slack off – how you are now, will be how your old boss remembers you! Return all company property such as Corporate ID, keys, security passes etc. These people will be your referees. NEVER burn your bridges.

One of the hardest things about handing in your notice is a feeling of disloyalty or a fear of losing touch with people who have become part of your lives over a period of time. Remember those colleagues who have become friends will stay in touch – and you'll soon have more to talk about than just work.