



Tips for Handing in your resignation

No matter your motivations for leaving, handing in your resignation is often a daunting experience. However, when handled properly, resigning from your job can be a stress-free experience that will leave your employers respecting your decision and importantly, sad to see you go.

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.

TIMING IS IMPORTANT


To be fair to all parties, you should tender your resignation with your current employer asap after you have accepted your new position. Not only will this show your new employer that you are committed, but for your existing firm, it will allow them time to prepare for your departure. If you have verbally accepted an offer and are waiting on an employment agreement, you can request for an offer to be conveyed in writing (letter or email) to provide you confidence to hand in your resignation.

SPEAK TO THE RIGHT PEOPLE

Generally, you will tender your resignation to your direct report (i.e. the Partner) however, sometimes the HR department may be more appropriate. Use your own judgement in this regard and always have a written letter prepared.



DGP Legal (ABN 54667687550)

 02 9233 8333

 recruit@dgplegal.com.au



HAVE A LETTER/ EMAIL PREPARED

Your resignation letter should be polite yet succinct. Thank them for the experience you have gained (regardless of the situation) and there is no need to go into your reasons for leaving.

OFFER TO WORK YOUR NOTICE PERIOD IN FULL

Your notice period is dictated in your employment contract and it is there for a reason. It is best practice to be upfront during the interview process with a potential new employer that you have a notice period of "X" weeks at your current firm. When resigning, presume you will be expected to work out your full notice period however, there is no harm in asking if there is any flexibility (i.e. by using annual leave accrued).

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.




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.



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