



**Resignation Advice**

Once you have successfully secured your job offer it is now time to write your letter of resignation.

When writing your letter of resignation, avoid negative comments. Focus instead on your new role and the new company. Ensure that you date your letter and include your proposed final working day. You are not obliged to disclose details of your new salary.

## **Resignation Meeting**

This meeting is best had face-to-face with your manager; make sure it has defined timescales to give you control over what may be a potentially uncomfortable situation. Maintain your level of professionalism at all time; this isn't an opportunity for you to get everything off your chest. You want to ensure that you leave on amicable terms, which will help to secure a good reference and a sincere offer to help with the handover process will be viewed favourably. Depending on the sector you work within some companies have a policy of asking you to leave immediately if you're going to work for a competitor. Be prepared if this is the case.

## **Counter Offer**

A counteroffer might make sense for your employer as it will be expensive to replace you. They may tempt you with more money, a promotion or promise of future career development. As flattering as it is, there are disadvantages to accepting a counter-offer; your employer may trust you less, feeling that they have been held to ransom to improve terms.

It is also worth considering whether you want to work for a Company where every time you want an improvement in your terms you have to tender your resignation. Remember you won't be able to resurrect the offer you've just worked so hard for and it's unlikely that the circumstances that led you to look for another job will change. Finally, research conducted across all sectors show that many employees accepting a counter offer choose to leave within a year of doing so.

## **The Exit Interview**

The exit interview helps a company gather constructive feedback to pass on to your successor. Be positive throughout and resist any temptation to put the record straight, you never know when you might need them in the future.

