

How to..... resign

by Jane Middleton from The Middleton Partnership

Make sure that you know what you are doing, be prepared, be positive and good luck!

1. Are you committed to leaving? Make a list of the reasons of why you feel you should resign
2. Have you looked at all the internal options available?
3. Would you leave if you were offered more money or a promotion?
4. Will you be better off in your new job? Consider money, location, career and personal development as the main factors
5. Talk to your family/friends for advice if in doubt about your decision – don't do anything rash.

The Resignation meeting

Work out what you're going to say and then stick to it. Your manager/HR will try and probe you for more information – details that you may not want to give at this stage. Don't be obstructive but simply make it clear that you are resigning.

Emphasise the positives: you never know when your career will mean that you cross paths with your former employers again so don't dwell on the negative aspects of your time at the company.

Expect a reaction: unless your manager is expecting you to resign, your decision may come as a surprise to them. They may get emotional or even confrontational in which case, stick to your prepared comments.

Keep calm: The manager may by now no longer see you as a team player and may even feel betrayed. Once again, stick to your pre-prepared comments and try not to be thrown by their reaction and what they might say to throw you off guard.

Always leave the meeting on a good note and be as co-operative as possible. Stress that you will carry out a handover of any uncompleted work to the best of your ability. People remember both the first and last impression you make on them.

The Resignation letter

In its simplest form, a resignation letter should include the following information: name, date, the person it is addressed to, notice of termination of employment, when this is effective from and finally, your signature. Often your employer won't accept an email as it does not contain your signature. Automatic signatures are often not acceptable to employers.

If you're leaving in good circumstances and feel that you want to say a little bit more, again, emphasise the positive – perhaps thank your manager for the opportunities he /

she gave you - you never know when you may need your ex-employer to vouch for you or to give you a reference. If however, you're leaving in strained or bad circumstances, resist the temptation to say anything personal or negative.

Leave on good terms

Make sure that you've given ample notice to the firm of your intention to leave. Your notice period is usually stated in your contract of employment or in the Company handbook. If no period of notice is stipulated, the statutory notice requirement is 1 weeks' notice.

Make sure that you've completed any outstanding tasks and participated in the smooth handover of any unfinished work.

Ensure that your boss knows that you've actively participated in this process and that you have been as co-operative as possible

Take time out to speak to all of your colleagues and associates. Give them support and make positive comments about their contribution to your time at the company. .

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