



How to Resign from Your Job Professionally

Congratulations, you have been made an offer and have decided to accept. In most cases the resignation process will go well, however, in some cases it can be a stressful and emotional time. To minimise this we have put together a few pointers to help you resigning.

- **Make sure you have the paperwork.** If someone offered you a position, ask if you may first see the offer letter and or the contract. Study the details including salary and bonus scheme. Is this what was offered verbally? Do you have a full understanding of your package and its breakdown?
- **Carefully prepare a resignation letter (utilise our template).** Make sure you address it to your immediate boss, and provide a copy to your HR officer. Have it printed on a clean sheet of paper. Never write anything negative in the letter, no matter how much you hate your devilish boss and co-workers. Remember, you still need your boss's recommendation letter, or you might have to go back to get certain certifications! Remember, also, you are not compelled to tell your boss the reason for your resignation. Just inform them of the date of it effectively, and say thank you for all the skills and lessons learned. Don't be drawn into any discussions about where you are going to or what you will be doing. Don't give your boss any ammunition that they can use to unsettle you.
- **Do you want to depart earlier or use up holidays?** In normal circumstances you can give at least thirty (30) days' notice, to give enough time for your boss to hire your replacement. Besides this, the 30 days' notice is a legal requirement in most cases if you are a full time employee. However, if you are leaving to join a competitor, or if staying is going to be a negative influence on others (i.e. lack of motivation or no more deals to be won) it may be better to negotiate an earlier departure date.
- **Never brag about transferring to a better company.** Your letter should be short and straight. As much as possible maintain a positive relationship with your boss and colleagues.
- **Make the transition easier for your replacement.** If there's enough time, train and orient the new employee. Be seen to be doing the right thing and leave on a positive note. Offer to write up a handover document and update any operations manual with processes and procedures you follow to do your job.
- **Before resigning, try to finish all tasks assigned to you.** Never leave a project hanging, especially if this would hurt the company, or may have a negative effect on its sales or production. Be productive until your last day in the company.
- **Maintain your good ties with your boss and co-employees.** Never bad mouth anybody in the office, as this will leave a bad impression, and may lead to your employer not giving you a good recommendation.



- **Be prepared for your boss's reaction.** There are some who would make a counter-offer. Some that calmly accept the resignation, some that won't accept it and become angry with you, the cool customers will accept it pending another meeting and ask you to meet them again, perhaps in 24 hours to discuss things (be very wary of this as they are more than likely going to use all of their wits to try and persuade you to stay).

Make sure you know how you would react to these situations; Some will immediately dismiss you upon receipt of your resignation. In this case, make sure you have already gathered your personal things (or deleted your personal files from your computer!), so you may be able to leave immediately when asked. Although, there are some who would ask you to stay a little longer (say another 2 weeks or 1 month). In this case, never feel guilty to say no. Your new employer may already be waiting for you to start work as soon as possible.

If you think about a resignation from your bosses perspective, he or she will be gutted to have you leave, you are a revenue generator and as such your departure will directly affect their team targets and more than likely their bonus. Also, they now have to find someone to replace you and then train them. It's much easier to keep you and offer you a higher salary than let you go. But, be wary of this, as you have now resigned the trust they had with you has gone and more than likely, even though they may not openly show this, they will be looking to have a back up for you as in 8 out of 10 cases, the reasons for wanting to leave don't change and they will end up having to find your replacement in 6 months time or less.

Be also wary of counter offers, you may be offered more money to stay but more than likely this then means a higher target, or higher expectation of work rate. Also, as you were looking to resign you may now find that your boss will be watching everything you do, creating more friction for you in the workplace.

- **Compute your remaining salary and benefits.** Check if you still have unused leaves and other unpaid benefits. Total everything, including your pay and other bonuses.

- **Return all company assets, equipments or materials assigned to you.** Avoid unnecessary litigation. Make sure you turn over everything that belongs to the company, such as their laptop, mobile, company car, and even confidential documents.

- **Remain polite and professional during the exit interview.** Even if you wanted to shout or curse the interviewer, maintain your grace and poise. Dwell on the positive things you have learned from the company.

Even if you despise your job, it is not easy to turn in a resignation letter. No matter how you hate your boss, the company or the role, it is imperative that you resign in a courteous, tactful manner. Never burn bridges. If you leave, leave in good terms.

Be wary. Your resignation letter will be placed along with your staff Files. It will be kept by the company, and whatever you have written there will be used for and against you. If you decide to move on, there is actually no point in criticizing your boss or the company. Wish them well, and be civil. **Good luck on your new job!**