

Recommendations on how to professionally conduct and handle the resignation process.

Summary of Process Areas

1. Prepare before you start the resignation process.
2. Resignation letter
3. Punch list of open items to complete.
4. Preparing for Management's reactions.
5. Preparing for your reactions.
6. Preparing for a counteroffer. (see separate attachment with articles)

Samples included

- Sample resignation letter.

Summary of Process Areas

Prepare before you start the resignation process.

- Organize and write down your thoughts regarding why you've decided to leave before you meet with your manager(s) to resign. It's unfair to you and them if you can't clearly communicate your reasons for leaving. Remember keep it brief and to the point (as best you can avoid any negative comments about the Company, people...--just stick to the facts).
- Organize and write down your reasons for accepting your new position/responsibilities with your new company, and the reasons why the position/responsibilities and company are a better match/fit for you professionally and personally now and for your future. Once again, remember to keep it brief and to the point.

Resignation letter.

- Prepare a brief formal resignation letter that serves as a formal notice to your company and manager(s) of your decision to resign.
- This letter documents your voluntary decision to terminate your employment that most likely will be kept in your personnel file at the company.
- See the sample resignation letter at the end of this document.

Punch list of open items to complete.

- Write down the status of all your projects, responsibilities...that you are accountable/responsible for.
 - Detail all of your open items and separate those as items you believe you can complete during your wind-down phase (2 week notice period) and those that most likely will not be completed during your wind-down phase, i.e. they will have to be completed after your departure.
 - Provide recommendations as to who should be assigned responsibility to follow through and complete the open items once you depart.
 - Provide suggestions about how you can best be utilized to educate/train whoever will be assuming your responsibilities and open items once you depart.

Preparing for Management's reactions.

- Management often initially reacts emotionally because they take your resignation personally, or they fear it will be a negative reflection upon them, and/or they're genuinely concerned about how they'll ever replace you. They are often taken by surprise and are not prepared to easily substitute someone in your place. Professionalism typically settles in after a few days. **Remember: you can't control what is not yours to control**—if they choose to become emotional or unprofessional you can only control how you react—resist the temptation to participate in an emotionally charged conversation, no one wins.
- Remain committed to leaving. Resigning is typically an emotional time for all the people involved with the process. Don't give them false hope by appearing to

reconsider your decision—this only delays the inevitable reality that you’ve decided to leave, and makes them more upset when you firmly reject their counteroffer overtures.

- Counteroffers. It’s unusual for a company **not** to make a counteroffer. Please take time to read the articles I’ve sent to you about counteroffers. Most people don’t expect to receive a counteroffer and are ill prepared to deal with it when it happens--be prepared.
- Management’s probing to learn more about your new position, responsibilities and company in an attempt to find reasons why your new opportunity is not a good fit or career move and to try and find a way to promote their opportunity over your new opportunity. If you can, we suggest you avoid giving extensive details about this information and reiterate your macro (not micro) reasons for why you believe this new opportunity is a better fit for you personally and professionally now. Let them know you will be happy to provide them with more details once you’ve had a little time to settle into your new position.

Preparing for your reactions.

- Prepare yourself for a mixed bag of feelings and emotions--change is one of the most feared and difficult things for any person to do and endure. Prepare yourself for the following:
 - Being happy and excited about moving onto something new.
 - Self-doubt, i.e. am I doing the right thing. A form of “buyer’s remorse” tends to surface after you’ve made your decision to leave. That’s why we suggest **you** detail and write-down all of your reasons for leaving and all your reasons for accepting your new position (personal and professional) before you begin the resignation process. This written evidence, prepared by you at a less emotional time, can help you keep yourself focused and committed to doing what you believe and know is the right move to make.
 - Being afraid of moving into something new.
 - Unsure if you can live-up to your new Company’s and boss’s expectations.
 - Happy to have made the decision and commitment to make a change.
 - Sad to be leaving behind what’s known and comfortable to you.

Sample Resignation Letter

(Month, Day, Year)

(Name)

(Title)

(Company Name)

(Company Address)

Dear (First Name):

The purpose of this letter is to inform you of my resignation of employment from (Company Name). My last day of employment at (Employer's Name) will be (Last Day).

I appreciate all that (Company Name) has offered me. After careful consideration, I have decided to accept a new position that I sincerely believe is in my best personal and professional career interests.

I wish all the best for (Company Name) now and in the future.

Sincerely,

(Your Name)