



### **How to resign**

Congratulations! You have made it through the process of finding a new job, late nights creating the perfect CV, multiple interview preparations with your recruiter, 4 interviews with 3 different companies and your dream offer with the ideal company! You are now ready to hand in your notice. Prepare yourself for your resignation conversation, it is probably going to be difficult and uncomfortable, even if you are moving for all the right reasons. You may have worked with your manager for years or don't want to let your colleagues down. It is completely normal to feel worried and anxious. Just remember people move jobs all the time your company and colleagues will be ok.

### **The process**

Below are all the steps you need to consider when moving jobs, make sure you do them in the right order and at a pace that works for you. This is an important decision, so consult friends or family that you are close to along the way. Your recruiter will also help, so be sure to engage them continually.

### **Before you resign**

- **Verbal offer** – You will usually receive the headline details of your offer on the phone, write them down and digest. Make sure you understand it.
- **Verbal acceptance** – If you are happy with the offer then you can verbally accept. You may still have a few questions but at this point you are just confirming you are happy to progress. The next step will be receiving a contract.
- **Review the contract** – Look through it and highlight any key points, speak with a friend or family member you trust and ask your recruiter to clarify anything you are unsure about, it is completely ok to double check the contract at this stage.
- **Sign the contract** – Pick your start date based on when you are handing in your notice and sign the contract.

### **Resigning**

- **Write a formal resignation** – This only needs to be a few lines, confirming you are resigning as of today's date. Thank them for the opportunity and ask if there is anything you can do to make the transition easier. Have this ready to send straight after you have told your manager you are leaving.
- **Tell your manager** – Book in a meeting with your manager and follow up with the formal resignation you have written. You may feel pressured to stay or that you are letting the company and team down but be strong and stick to your decision. Be



polite and professional, you never know where managers might end up or your paths may cross again. Use this time to thank them for the experience and the opportunity.

- **Prepare for your handover** – You will be asked to do this anyway but make a few notes to help with the transition. As much as you will be ready to move on, ensure your current position is left in good shape, you never want to burn bridges for the future.
- **Counteroffer** – Everybody gets counter offered! You may have felt undervalued and lacked career progression for the last few years and your current employer does everything to keep you. The CEO may book in an hour with you to tell you about the direction of the company. The MD may offer you the promotion you have been wanting and your salary is increased by £5,000 more than the offer you've had with new company. You need to remind yourself why you were leaving in the first place. Why didn't they offer you this £10,000 pay rise 12 months ago when you were doing a really good job? Why didn't they offer you a promotion when you discussed it at your last appraisal? Why didn't they give you working flexibility when you asked for it last summer? There are plenty of statistics that you will see on LinkedIn (80% of employees who accept a counteroffer from their current employer go on to leave the business within six months and 90% within a year) but fundamentally, if you stay nothing changes. Unfortunately, the reasons you started looking initially will still be there in a few months' time. Politely and professionally declined the counteroffer as quickly as possible, there is no point dragging it out.
- **Notice period-** You will either be put on gardening leave or be asked to serve your notice. Be professional throughout and keep positive. Don't give too many details to colleagues about your new role; it will only be disruptive. Instead, just be compliant and the time will fly.
- **Leaving** – You may have a leaving drink on your final day, be respectful and move on with a good reputation. There is plenty of time after you have left to have an honest conversation about your amazing new job once you have left.
- **Removing yourself from the market** - If you have any other offers, don't forget to let the other companies know you are not accepting their offer, email them thanking them for their time and ask to keep in touch.

Once you navigated your way through handing in your notice, the counteroffer and serving notice, you are ready to start your new job. Keep your recruiter updated along the way, even if there are difficult questions or challenges, they would have been through it all before. You are now ready to start your new job, good luck!

