

## RESIGNATION PROCEDURES

---

Resigning is probably the most difficult task anyone faces when leaving a company. Most of the time, relationships with fellow employees and managers go beyond the walls of the office. Chances are that there are people there that you consider close friends. If these people are truly your friends, they will, in the long run, support your decision to better your life and that of your family. However, there will be some adjustments. You will be relating to each other in a totally new way. You will no longer be a co-worker. Establishing and defining your new relationship will more than likely take time.

When it is time to actually resign, keep it short. This is not the time to rehash problems, negotiate, discuss why you are leaving, or go into any detail. One of the best approaches is to wait until the end of the day, go into your supervisor's office and hand him/her a short letter stating that you are resigning and the date. (See enclosed letter). If you have handled your search discreetly, or if you have been recruited unexpectedly, your supervisor will be shocked. Many supervisors lose their cool and take the news personally. You are in effect asking for a "divorce". This is not the time to have a discussion. It is best to remain standing and leave the room as quickly as possible, giving your employer time to adjust to the news.

Once your employer has adjusted to the news, there is a good chance that they will try to counter. Remember that this person has worked with you for quite some time, and there is a good chance that he/she knows your "hot buttons". If there is a counter, you can be sure they will be pushing as many of your "hot buttons" (new responsibilities, promotions, new projects, raises, future plans for you) as possible to retain you. If there is any chance that you will accept a counter offer, it would be best never to mention the position, stay where you are, and turn down the new job.

As an agency, we have been called upon to provide confidential replacements for candidates that have accepted counter offers and stayed with their firms. There was a Houston company last year that offered a candidate, who was making 40K, a \$12,000 raise to stay. He accepted. The next day, the company called our agency to make arrangements to begin a search to replace the employee. In the employer's mind, \$12,000 only amounted to \$1,000 a month. He could have the person replaced in three months and only be out about \$3,000 with no down time.

After an initial adjustment period, most resignations end quite amiably. It might take your employer a while to come around, but more than likely, they have been through this before and you will be able to leave on somewhat of a positive note. Problems arise when you try to deal with too much too soon. If your approach is short, simple, and calm, you will show yourself to be the professional and will make the best of a very awkward situation.

Date

Name

Title

Company Name

Company Street Address

City, State, Zip

Dear Boss,

Please accept this letter as my official notice of resignation. I appreciate the work we have been able to accomplish together at (company name), but I have now made a commitment to another organization and will begin with them in two weeks.

Know that it is my intention to work diligently with you to wrap up as much as possible in the next two weeks to make my resignation as smooth as possible. If you have any suggestions on how we can best accomplish that goal, I hope you will share your thoughts with me, as I am eager to leave on the most positive note possible.

Sincerely,

Your Name