



Tips for resigning

“The bookends – how you start and how you end – are the most important parts of any professional relationship.” Leonard Schlesinger, Professor at Harvard Business School and co-author of *Just Start*.

No matter what the reason is behind you leaving your role, once you know you’re leaving a company, you need to think carefully about how you want to break the news. Take time to consider your exit strategy as the legacy you leave can impact your future career.

Tell your boss first, and in person

Wherever possible tell your boss about your decision first and tell them in person. Keep the conversation professional and constructive. Any satisfaction from telling your boss ‘how it is’ will likely be short lived. You may need to ask for a reference or could even end up working together in future so it’s best to refrain from being intentionally negative.

Keep your resignation letter simple

Your resignation letter is a formality. It should be simple and to the point and include your name, title, a statement that you are resigning and the date that you are leaving. It is not the place for you to air your grievances.

If you wish, you can include a personal note such as ‘I have appreciated the opportunity to work here’, however it is best to avoid a lengthy essay about your time at the company and why you have decided to leave. Save this for your leaving do.

Consider your timing

There is no ‘golden rule’ as to the length of your notice period but you should aim to be as flexible as possible to give your employer time to hire a replacement and enable a smooth handover.

It’s important to review your contract of employment before resigning. The more senior your position, the longer your notice period is likely to be. However, if you’re moving to a role with a competitor, you should always be prepared to leave the office immediately.

Prepare for your exit

Most companies have a policy to formally sit down with you before you leave. Your exit interview is an opportunity to discuss your experiences with the HR team and it’s an opportunity for the HR team to learn why they are losing a valued employee. Aim to deliver your feedback constructively. The way you exit a role will leave a lasting impression so give due consideration to how you want to be remembered.

Recommended reads

Just Start: Take Action, Embrace Uncertainty, Create the Future - Leonard Schlesinger, Charles Kiefer, and Paul B. Brown.

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