

A Guide to Resignations & Counter Offers

Congratulations on gaining employment through **Peopleconnexion Recruitment**. This document is designed to assist with the process of your resignation and a potential counter offer from your current employer.

Resignation

Make sure that you have made your decision before you get to this stage as it is unprofessional for all parties involved if you would still consider options from your current employer.

Nobody enjoys this part of the process and it can be emotionally draining for many people, but try to focus on how you are going to feel afterwards.

We recommend you tend your resignation through a written letter. To avoid encouraging a counter offer you should ensure your letter is clear and concise on your reasons for leaving. Also make sure that the letter is succinct, polite and thank them for their assistance in your development during your employment with them. This can always help when you require future references.

By formulating a quality resignation letter it will reduce the likelihood of a counter offer and clarify in your own mind the rational for your decision.

Resignation letter example:

Mr/Ms Full Name,

Title,

Company Name,

Street Number and Name,

Suburb, state, postcode.

Date

Dear (correct name of contact),

This letter is notice to resign my position as Planner with Santos as of Monday 28 March 2011, to work my last day Thursday 1 April 2011.

I have accepted another position that will enable me to further develop my Planning career and build on the skills I have acquired through my employment at Santos.

Working with Santos has been very rewarding and I would like to thank you for providing me with the opportunity to undertake such a wide variety of tasks.

Yours sincerely,

(signed)

Print Your Name



Counter offers

Mathew Henry, the 17th-century writer said, "Many a dangerous temptation comes to us in fine gay colors that are but skin deep." The same can be said for counter offers, those magnetic enticements designed to lure you back into the nest after you've decided it's time to fly away. The litany of horror stories I have come across in my years as an executive recruiter, consultant and publisher, provides a litmus test that clearly indicates counter offers should never be accepted. EVER!

We define a counter offer simply as an inducement from your current employer to get you to stay after you've announced your intention to take another job.

Interviews with employers who make counteroffers, and employees who accept them, have shown that as tempting as they may be, acceptance may cause career suicide. During the past 20 years, we have seen only isolated incidents in which an accepted counteroffer has benefited the employee. Consider the problem in its proper perspective.

What really goes through a boss's mind when someone quits

- *"This couldn't be happening at a worse time."*
- *"This is one of my best people. If I let him quit now, it'll wreak havoc on the morale of the department."*
- *"I've already got one opening in my department. I don't need another right now."*
- *"This will probably screw up the entire vacation schedule."*
- *"I'm working as hard as I can, and I don't need to do his work, too."*
- *"If I lose another good employee, the company might decide to 'lose' me too."*
- *"My review is coming up and this will make me look bad."*
- *"Maybe I can keep on until I find a suitable replacement."*

What will the boss say to keep you in the nest?

- *"I'm really shocked. I thought you were as happy with us as we were with you. Let's discuss it before you make your final decision."*
- *"Aw gee, I've been meaning to tell you about the great plans we have for you, but it's been confidential until now."*
- *"The VP has you in mind for some exciting and expanding responsibilities."*
- *"Your raise was scheduled to go into effect next quarter, but we'll make it effective immediately."*
- *"You're going to work for who?"*

Let's face it. When someone quits, it's a direct reflection on the boss. Unless you're really incompetent or a destructive thorn in his side, the boss might look bad by "allowing" you to go. His gut reaction is to do what has to be done to keep you from leaving until he's ready. That's human nature.

Unfortunately, it's also human nature to want to stay unless your work life is abject misery. Career change like all ventures into the unknown, is tough. That's why bosses know they can usually keep you around by pressing the right buttons.

Before you succumb to a tempting counter offer, consider these universal truths:

Any situation in which an employee is forced to get an outside offer before the present employer will suggest a raise, promotion or better working conditions, **is suspect**.

No matter what the company says when making its counteroffer, you will always be considered a **fidelity risk**. Having once demonstrated your lack of loyalty (for whatever reason), you will lose your status as a "team player" and your place in the inner circle.

Counter offers are usually nothing more than **stall devices** to give your employer time to replace you.

Your reasons for wanting to leave still exist. Conditions are just made a bit more tolerable short term because of the raise, promotion or promises made to keep you.

Counter offers are only made in response to a threat to quit. Will you have to solicit an offer and threaten to quit every time you deserve better working conditions?

Decent and well-managed companies don't make counteroffers. EVER! Their policies are fair and equitable. They will not be subjected to "counteroffer coercion" or what they perceive as blackmail. If the urge to accept a counteroffer hits you, keep on cleaning out your desk as you count your blessings.

Statistics show (80%) that if you accept a counter offer you will leave within 6 months. This is because the same circumstances that caused you to consider a change are likely to repeat themselves in the future, even if you accept a counter offer.

Ten reasons for NOT accepting a counter offer

Where is the money for the counter offer coming from? Is it your next raise, early? All companies have strict wage and salary guidelines that must be followed.

1. You have now made your employer aware that you are unhappy. From this day on, your loyalty will always be in question.
2. When promotion time comes around, your employer will remember who was loyal and who wasn't.
3. Once the word gets out, the relationship that you now enjoy with your coworkers will never be the same. You will lose the personal satisfaction of peer-group acceptance.
4. What type of company do you work for if you have to threaten to resign before they give you what you are worth?
5. Your company will immediately start looking for a new person at a lower starting salary.
6. When times get tough, your employer will begin the cutback with you.
7. Accepting a counter offer is an insult to your intelligence and a blow to your personal pride; knowing that you were bought.
8. The same circumstances that now cause you to consider a change will repeat themselves in the future; even if you accept a counter offer.
9. Statistics show that if you accept a counter offer, the probability of your voluntarily leaving in six months or being let go within one year is extremely high.

If a complication arises in the event of a counter offer, always speak to your consultant first before making any decisions as it may help to discuss with an independent professional.