

Job Resignation Tips

Exit Strategy: How To Plan For Your Resignation

By Debra Wheatman, Careerrealism.com

Bravo on your job offer! It is time to leave your current job, manager, and co-workers and move forward. Now, you have the difficult task of notifying your boss and delivering your notice. Those can be tough weeks. To make a successful transition, design a plan for your resignation. You need a plan to make the notice period bearable and also preserve relationships that may benefit you down the road. Focus on blazing forward in your career and not burning bridges behind you.

Resignation Notice

A proper resignation ranges from two to four weeks. Do not reveal your resignation until you have informed your manager. In your resignation letter, simply say that you appreciate your time at the company, but you are resigning to take another position. Avoid further details about the new job and nix any negative comments about your current job. Your letter will become part of your employee file.

The Meeting

Never e-mail your notice. Ask your supervisor for time to talk privately. First, state that you have decided to leave for a new opportunity and stick to your plan of staying positive. It is alright to say where you are going, but don't gloat. If asked about salary, do not feel obligated to disclose it. Present your letter in the meeting.

Keep Your Head Down

The word will spread quickly that you are leaving. Keep your same strong work ethic. Arrive on time and put in a full day's work. Avoid the gossip groups and do not be pulled into negativity. The best way to survive the notice period is to keep your head down and continue to do your work as you always have.

Leave A Good Legacy

Before you leave, get your desk and office in order. Take time to document ongoing projects and issues that you were handling. Share this information with your manager. Create a list of key contacts and anything else that will help your successor to hit the ground running. These plans will make it so much easier for your manager and your efforts will serve as a nice legacy of your professionalism.

The Exit Interview

An exit interview is standard. Continue your theme of staying positive. Make sure any criticisms about your boss, co-workers or company you share are factual and not based on hearsay or negative emotions. Remember to express your appreciation to your manager and your staff. You may work at a company for eight years. However, if you leave in a burst of flames, most people will remember you for how you left rather than all the good work you performed during those eight years. Remain professional. You won't regret it.



Manhattanville
COLLEGE

Center for Career Development

Find more tips from the Center for Career Development at mville.edu/careers

Sample Resignation Letter

Some tips to keep in mind when writing your resignation letter:

- State your intention of leaving your job and the company. Give a specific last day of work.
- If you feel comfortable, give a reason why you are leaving (relocating, opportunity closely aligned with career goals, career change, graduate school, etc.). Mention your key accomplishments in regards to how you valued your time working for this employer.
- Thank both your supervisor and the company for the opportunities you had working for them.
- Be sure to end the letter on a positive note.
- Check for any spelling and grammatical errors and have a reliable proofreader review it.

To: Mr. James Julia
From: Scott Hent
Date: November 16, 20XX
Subject: Resignation

Dear Jim,

I am submitting my written notice of resignation of my position at Honeywell effective two weeks from today. My last day will be November 30, 20XX.

My experience at Honeywell has been rewarding and productive. I enjoyed the opportunity to work with my team and the larger community. I am thankful for the opportunity to increase revenue for the company while building client relationships for the region.

Please let me know if I can do anything to assist you during this transition including helping you to train my replacement.

Thanks so much Jim. I wish only the best for you -- and for the company.

Sincerely,

Scott Hent