



resignation guide

Managing Your Resignation Effectively

If you have decided to resign from your current position, it is worth spending some time thinking about what to expect and how to prepare for the resignation process.

Resigning can be stressful, so you need to consider the mixed reactions you will get from people - both positive and negative. Managing your resignation effectively will allow you to leave on a positive note and maintain

a strong relationship with your former employer. This is important for all stakeholders involved, but especially for your personal brand and credibility in the marketplace going forward.

01

be clear about your reasons for leaving

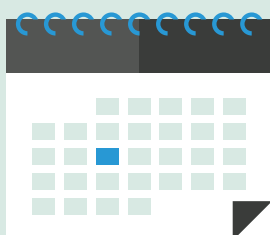


It's natural to question your decision to leave and have second thoughts during the resignation process. You have accomplished a great deal with your current organization and built enduring relationships with people, both professionally and personally. It's important that you are clear about your reasons for leaving so that if the resignation process becomes more emotional and complex than you anticipated, your judgement won't be clouded and you will be able to focus on your original motivations for making your decision. Being unclear can complicate the communication process during your resignation, leaving you doubting your decision and making you vulnerable to a counteroffer. Write your reasons down. It may not be appropriate to communicate all of your reasons to your employer, but it's important that you are clear in your own mind about why you are leaving.

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02

understand your contractual obligations with your current employer



Determining your last day at work and other conditions linked to your employment may be negotiable, but it's best to assume that your employer will want to follow policy and enforce any obligations outlined in your employment contract. You should review company policy and benefit plans before you make an announcement. If you have non-compete or related restrictive clauses in your agreement with your employer, you may need to seek external legal counsel to understand how enforceable these are and where you stand under the law. You will also need to communicate any obligations you have to your current employer to your prospective employer anyway, so it is best to be prepared in advance.

03

be sure you have a secure offer in place

Make sure you have a solid commitment from your prospective employer before you announce your resignation.

This means having a formal employment contract which clearly stipulates your conditions of employment at the new company. Don't resign until you have this.

04

prepare a written resignation letter

Accompanying your verbal resignation with a resignation letter gives you something tangible to communicate your message to resign. A formal written document also makes the event more real and permanent to your current employer. It should be professional and concise. Use a blank sheet of paper (not the company letter-head), proofread it carefully and sign it. You can see an example of a resignation letter at the end of this document.

05

schedule a meeting with your supervisor to announce your resignation

Your resignation is not something that should be announced lightly. Schedule a face-to-face meeting with your supervisor. Hopefully things will go smoothly, however, assuming that you are a valued employee, you have to expect that your boss may be shocked or disappointed. While it's important that you make it clear that your decision is final, it's also important to show respect, thank your boss personally and show that you are willing to work together to make your exit as smooth as possible. Make sure you schedule the time to meet during work hours - not after work over drinks or dinner. This is a work-related decision so it should be discussed at work, not privately.

06

be decisive and show that your decision is final

When notifying your boss of your resignation, it is important that you show resolve in your decision to resign and not entertain the possibility of changing your mind. The clearer you are about your decision, the easier it will be for all parties to move forward and make sure that the separation is smooth and positive. Engaging in conversations about what your employer could have done better or what they could do to keep you there will only confuse things and may put you in a difficult position. You have a responsibility to manage the process effectively. Being clear and decisive is part of this.

07

keep your reasons for resigning positive and concise

Never give negative reasons that imply that it is due to your employer's shortcomings that you have decided to leave. Even if this is the case, it's too late to address that now and raising negative points won't help you to move things forward in a positive manner. You owe your current employer some explanation as to why you have decided to leave, but avoid long-winded explanations which lead to more questions and analysis. Your explanation may be as simple as "It's been a wonderful experience here, I've learnt so much and appreciate the opportunity I've been given, however I've been offered another career opportunity which I really want to pursue so unfortunately I have decided to leave the firm".

If you are asked to participate in a formal exit interview with HR, cooperate, but once again keep your explanations positive and offer constructive advice and solutions for improvement. Do not focus on any negative reasons which may have led to your departure.

08

don't succumb to emotional manipulation

Your boss may become emotional and feel betrayed at your decision to leave. It is likely that your boss will view your departure negatively. Someone will need to take over your responsibilities or a new person will need to be hired and trained. It's important to anticipate a potentially negative knee-jerk reaction to your resignation. You need to be sensitive but also recognize that the shock will pass and that, a) ultimately your company's attempts to convince you to stay are based on their own self-interest and not yours and, b) despite your contributions and the value you add, you are not as indispensable as you or your boss may like to imagine.

09

avoid disclosing which company you are joining

It may seem cold that you are unwilling to disclose the name of your new employer, but in your position, your boss would most likely do the same. Disclosing this information only opens your decision up to criticism and complicates the process. The best approach is to explain that it's confidential and that you will update everyone as soon as you have started at your new company. The same rule applies to your colleagues. It's better for everyone in the process if the information is limited to you, your new employer and your immediate family.

10

allow for a fair notice period

Your final date of employment is usually something which is negotiated and will depend on various factors like the industry you work in, your level or seniority, your current responsibilities and projects you are managing, and of course, the terms outlined in your employment contract. You probably want to leave and start your new position as soon as you can, but it's important that you cooperate and provide sufficient time for your employer to cover the work you are responsible for.

12

work hard until the end

During your final weeks, don't allow the excitement of your new position to disrupt your responsibility to your current employer. You will retain a lot more self-respect from your employer after you have gone if you give 100% right until the end.

11

offer solutions for a smooth transition

Work with your employer and offer solutions to make the transition as fast and smooth as possible. Depending on your role, this may include offering to train someone in how to cover your responsibilities or introducing the new account manager to the clients you are covering. Make a list of all your responsibilities and existing projects and create a simple action plan. Present this to your boss when you meet and show that you have thought about how to make the transition as smooth as possible.

13

remain positive after you have gone

Always try to communicate positively about your employer in the market after you have gone. In a connected world, the positive or negative comments you make about a former employer will circulate back to them. Don't burn the bridge by discrediting the people who employed you after you have gone.



counter offer

Considering a counter offer is a dangerous game to play when managing your career progression.

If a counter offer is something you have decided you are willing to entertain, then it's probably best you reconsider your application to your prospective employer and politely decline to continue the interview process. Here are some reasons why you should not consider a counter offer:

- > Studies show that 85% of people who accept counteroffers ultimately resign from their current positions within 12 months of receiving the counter offer.
- > Counter offers are usually a quick fix attempt to retain an employee who is at present deemed difficult to replace. A counter offer doesn't address the underlying reasons why the employee has considered a move. In short, counter offers are a temporary measure to retain you to suit the needs of your employer.
- > By accepting the counter offer you've just disappointed your prospective employer and wasted the time and resources of all stakeholders involved in the interview process. This means you have burnt a lot bridges, which could have negative consequences for you in the future.
- > If you have decided to use the offer from your prospective employer as leverage to negotiate a higher salary or better conditions with your current company, think carefully about how this will ultimately reflect on you. Your employer may agree to your terms and match your offer, but ultimately you will be viewed as mercenary and manipulative. If you want a pay rise, negotiate it on your own terms, not by leveraging someone else's offer to employ you.
- > Your loyalty to your current employer will always be questioned after you accept a counter offer. In short, you can no longer expect to be trusted the way you may have been. If times get tough you may find you are one of the first to be asked to leave.
- > If the company offering the new position to you discovers that you are considering a counter offer, they may question your integrity and motivations and withdraw their offer.

So how should you manage a counter offer?

Stick with the recommendations above. If your employer does give a counter offer, be strong and clear in telling them that you have made a commitment to join another firm and that you are not willing to consider a counter offer. Remember the reasons for moving in the first place and stick to your plan, you'll be glad you did in the long term.

example resignation letter

[Date]

Mr. James O'Brien
Chief Financial Officer
XYZ Company
5F Hills Building, 1-22-3, Akasaka
Minato-ku, Tokyo, 107-0005

Dear James,

After careful consideration, I have decided to accept an offer with another firm.

Please accept this letter as notice of my resignation from my position as financial controller effective today, January 10, 2014.

My last day of employment will be February 10, 2014. I would like to assist in whatever way I can to make the transition of my responsibilities as smooth as possible. It has been a pleasure working with you over the last 5 years and I wish you continued success going forward.

Sincerely,

Kenichiro Tanaka



optia partners kk.

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