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How to Resign

Resigning from your job may seem an easy thing to do, but there are right and wrong ways. Get it wrong and it can lead to bad feelings between you and your employer, recriminations on both sides and often, a bad reference.

ARE YOU SURE YOU WANT TO LEAVE?

Make a list of reasons why you should resign. Have you got as far as you can within your current firm? Would you leave if you were offered more money or a promotion?

RESIGNING IN PERSON

Work out what you're going to say and then stick to it. The boss will try and probe you for more information, details you may not want to give. Unless your boss is expecting you to resign, your decision may come as a surprise. Stick to your pre-prepared comments and try not to rise to the challenge. Don't be tempted to speak your mind however tempting.

RESIGNING IN WRITING

A written letter of resignation always gives you more time to prepare what you want to say and gives you greater control of the message. Include the following information: -

- Name
- Date
- The person it is addressed to
- Notice of termination of employment
- When this is effective from
- And finally, your signature

If you are leaving in strained or bad circumstances, you should resist the temptation to bad mouth and let off steam. Telling your boss what you really thought of them will remain in your personal file and may come back to haunt you.

If in doubt seek advice from your recruitment consultant.