

EFFECTIVE RESIGNATIONS

Why give up a perfectly good job? Maybe you feel you have been there too long and you're getting stale. Maybe you need a new challenge, or maybe you just want to get out. Making the decision to resign can play an important part in the management of your career, so it's important to be sure and get it right. Resignation is not a decision that should be taken lightly. It needs a lot of careful thought and preparation. If handled correctly it can show a positive and mature approach to your career development. On the other hand if you approach it clumsily, negative feelings and recriminations can occur and these could hinder your career in the future.

The urge to resign isn't something that happens overnight. There is usually some kind of build-up or a series of factors contributing to the decision. Resignation is a personal thing and everyone will have his or her own individual reasons. Whatever the reason(s), the situation needs to be handled with care if it is to leave all parties involved satisfied.

Considerations

Resignation is something that should be carefully considered before making a final decision.

- **Reasons.** Think about what motivated you to consider resigning and make a list of reasons. Assess your commitment to leaving using these but also take into account your goals and priorities.
- **Options.** Your two options are either to stay or go but you really need to consider which is right for you. Think about the changes that would need to be made in order for you to stay and whether or not these could realistically be incorporated into your present role. Experience has shown that the issues that caused candidates to consider leaving in the 1st place will resurface again within 6 months when applicants do decide to stay where they are.

The Decision

- **Your Boss.** You will need to inform your boss about your decision to resign and you must choose the method that you feel is right for your particular situation.
- **Meeting.** If you decide to opt for a meeting, you must work out exactly what you are going to say and stick to it. Be sure to emphasise the positives of your time there. Stay calm whatever happens and leave the meeting on a good note.
- **Letter.** Even if you decide you would prefer to resign in writing, it is still polite to tell your boss face to face first. The letter can contain as little or as much detail as you feel is necessary and in its most basic form it will contain simply the position you are resigning from and the date you are leaving. Do not use your resignation as an opportunity to point score or get even.

- **Counter Offer.** If a counter offer is made, take it seriously- but consider, are you leaving purely because of money- if not the counter offer should often be dismissed. Don't feel pressured to accept it. Think about what you really want and if what has been offered changes why you're resigning.
- **Final Decision.** Once the final decision has been made and the date of your departure draws near, do everything you can to make sure that you leave on the right note. Give plenty of notice and complete any outstanding tasks. If appropriate organise a hand over. Speak to your colleagues and keep on good terms as they may prove to be useful contacts in the future.
- **Conscience.** Don't feel guilty. At the end of the day it's a business arrangement. Believe it or not, they will manage. The most important thing to remember is that you are in control of your career and only you can decide which direction it should take. If you feel that resignation will bring you closer to meeting your goals then it is a legitimate step on your career path. Consultants at Bentley Corporate have extensive experience in resignation scenarios and will be more than happy to advise you on the best way to approach these situations.