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Resigning: How to quit the right way!



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Resignation Tips

Here are some tips to help take the fear and discomfort out of the resignation process.

Why do you want to resign?

This is important, the why! You may have become frustrated with the work or the environment or even the people. You will benefit from taking some time out to really think about your reasons and be totally certain that resignation is the right choice for you and your career.

How do you resign?

If you have thought about your decision and still want to begin the process, check what your company requires. It can begin with a face-to-face meeting or an email to your line manager or HR. Details will be provided in your company policies/handbook.

One thing that will be expected is that you put your resignation request in writing.

Writing your resignation letter

You need to take some time to write a professional and polite resignation letter. The letter should be set out formally as it forms part of your employment history with the company.

Include your name, “statement of resignation” your position and your proposed final date of work, which is usually when your notice period concludes.

Eg *I wish to resign from my position of [position] on [date],*

You can give some of the reasons you've chosen to leave, for example, *although I have enjoyed my time here, I have been given an amazing opportunity to further my career elsewhere.*

Thank the business for your time with them and don't forget to sign and date it!

Resignation Tips

After submitting your letter

When you have submitted your letter, it is likely your employer will want to follow up and discuss your resignation in more detail. You may have discussions to explore ways they can counter-offer to prevent you from leaving.

During this exchange you can expand on your reasons, explain the opportunity you have chosen to take and find out what the next steps are.

What happens if they are not amicable?

It is wise to be prepared for a negative reaction, even if your working relationship has always been positive. You should remember that they are losing a member of staff and have to prepare for the business's future.

This is especially true if your resignation has come quite suddenly.

So don't take it personally if they are subdued or do not react as you had hoped, sometimes it can come as a surprise to them.

Notice period

If you have a notice period, generally you will be expected to work as normal for the duration of this. However, you should prepare for all eventualities.

Some employers may ask you to leave with immediate effect. If they do, you can ask for the reason behind your immediate dismissal. But try not to let it get personal and cause a dispute. Instead, leave gracefully as requested.

It is useful to be aware that if this happens, the company will still have to pay you for your contractual notice period as normal.

Happy endings

Leave on good terms

Maintain your high level of work until the very end, including a thorough hand over and training if needed, as you want to be remembered for all the positive aspects of your time with the company.

Your current employment has formed a part of your historical development and experience and could potentially help shape your future, so being respectful and taking the time to say thank you is an important part of your resignation process.

Find out if there are any benefits you are entitled to, such as final holiday pay.

Ensure you leave your workspace as you would hope to find your new environment and remember to take your personal belongings with you!

You have spent some time with your colleagues and the company, and have learned new skills and gained experience, so whatever the circumstances, it will be useful to maintain some professional ties for wherever your career takes you....

