



READY TO RESIGN

When you have an offer, and everything has been agreed it's time to resign from your job and move forward. When and how is now the key. Below are some of the key points to remember.

WHAT DO I DO NEXT?

Once you have received the formal written offer from your next employer, the following steps are straightforward. Once you have made your mind up, you need to move forward.

The first thing is to reply to the offer in writing if you don't have any queries – think about your new employer here if you were to not respond back on time they might think you are not enthusiastic about your new position.

So now we must move onto resigning to your previous employer, who in effect is still your employer. Don't delay your resignation and really remember at this point to continue to communicate even though you are looking forward to your new career.

One thing to remember is that if you do delay resigning, then the start date will potentially be postponed.



HOW TO RESIGN

Sometimes the resignation has to be given to your HR Department and not your line manager due to circumstances, i.e. sickness holidays, but again consider that a delay would not help your transition into your new position.

One of the things that need to be considered is the amount of notice you must serve through contractual obligations. If you prepare your resignation letter and want to be released from your contract, offer to put to one side your notice period or calculate how many days' holiday you have left, so the time is shortened. However, you do need to respect your current employer who will discuss with you a way forward which is hopefully mutually agreeable to both of you.

Sometimes you could be leaving to join a competitor. Do not worry about telling your current employer where you are going but be prepared that you may have contractual obligations and again these should be discussed at the time of resignation.

If you do need further advice as to how to resign from your position – please contact your consultant here at The Courtney Smith Group.



Here is a sample resignation letter template to help you.
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