



Resigning in Style

Resigning any job is an emotional experience. Whether you've just been offered your dream job and are so excited that you're ready to burst or you're ready to leave the worst employment experience of your life and want to tell your boss exactly what you think of them.

A little preparation can go a long way when resigning and can help you avoid saying anything you may later regret. Don't burn your bridges – you'll need someone within the organisation to act as a referee in the future and you may need to return to the company if the new position doesn't work out.

When you tell your employer that you are leaving the company you will obviously get a reaction. Be prepared for this. Reactions can range from being happy for you to anger that you are leaving them in the lurch. Take a deep breath and control of yourself.

The way you leave your current job can have very real consequences on your future employment. Don't rattle off a list of the company ills and don't be swayed if they try and convince you to stay. Unless they make you an offer you simply can't refuse!

Reconsider your reasons for leaving before accepting a counter offer. Don't focus entirely on the pay rise; consider the other consequences. If you can't work with your managers or colleagues no amount of money will change that.

Depending on your employment agreement you will have to provide a certain amount of notice that you wish to terminate your employment. This may vary considerably and you will need to consult your contract or agreement for this information. If you need clarification of your rights and responsibilities you can seek legal advice. Alternatively you could seek out your union or industry representative for advice.

On the work front try and leave as little outstanding work as possible. An overflowing in-tray or piles of outstanding jobs leaves a poor impression with your superiors. Remember – Don't burn your bridges. You never know when you'll need a reference from an old manager and you also never know who will be interviewing you for your next role.

Make certain you know what you are entitled to once you leave. How much annual leave do you have owing? Do you have outstanding long service leave or any expenses owing? These enquiries are often easier to resolve before you leave the company.

Many people see exit interviews as harrowing experiences. They can be quite beneficial to both you and your old employer however. You may be able to highlight an area of weakness within the company that your manager was previously unaware. It can also be a cathartic experience for you. Remember, on no account should you use it as a venting session. Most interviews are done with the person who will be your future referee and you should view this as a relationship building exercise.

A resignation letter should be a simple, formal document. Once again, don't use it as means to vent your frustrations. At the least the letter should outline your intention to resign, the date you intend to finish. You can mention that you are willing to train your replacement and many people also include a short note of thanks.

Remember that the resignation process is a short step before you undertake the next step in your career. Make sure you say goodbye to your colleagues and friends, you can never be sure when you'll run across them in the future – particularly if you are staying in the same industry. It's a smaller world than you think.