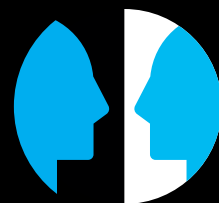


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QUIT



# HANDING IN YOUR RESIGNATION



**FOUNDATION**  
RECRUITMENT



# RESIGNATION

Don't be nervous.

You've decided to leave, been successful through the interviews and accepted the offer. The only thing left to do now is to tell your current employer.

Handing in your resignation can be a daunting and stressful process, but it doesn't have to be. The concerns are usually due to personal factors; your relationship with your boss, your emotion towards the

organisation, or your comfort in your current position. None of which should affect your decision when it comes to your career progression.

It doesn't have to be a nerve-racking procedure. Remember; your boss is human, and most likely has had a few positions in many organisations, taking new opportunities to further develop their career. It's the way business goes, so don't feel guilty.

## GO DIRECTLY TO YOUR BOSS

Make sure you go straight to your boss. Don't gossip around the office as word will spread quickly. You don't want your boss approaching you before you have had the chance.

Have a letter of resignation ready, but make sure you tell them face-to face first. To ensure you tackle the situation professionally, try asking if you can have a meeting, this means your boss will have time to discuss it properly and you won't be interrupting them.



## HAVING THE CONVERSATION

When discussing your reasons for leaving keep it positive and respectful. Give constructive criticism if you need to, but stick to the facts and keep it relevant. Focus on your new role and opportunity, and thank them for the experience.

Prepare for the different outcomes you may

be faced with; your resignation may be returned with a pay-rise, promotion or incentive. Make sure you know why you are leaving before you go in to this conversation, and consider if there is anything they could offer to make you stay. You want to make sure you walk in confident, knowing what you want.

## LASTING IMPRESSION

Once your resignation is complete, make sure you leave a good last impression. Your final few weeks can be as crucial as your first. It is important to leave on a good note; you may need them for future references, you may wish to return, or you may even do business together in the future. Tie up any loose ends and give a clear, detailed hand-over. You want to be missed not resented!

At Foundation Recruitment we recognise the challenge faced when handing in your notice. Our consultants are here to help and support you through the whole process. Please do not hesitate to get in touch if you need any confidential advice on how to approach the situation, we're happy to help.

