

Handling the resignation process

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Don't hand in your notice until you have received written confirmation of your offer of employment from your new employer

Hand in your notice in writing

Negotiate a leaving date and clarify final pay and any outstanding holidays

Try and make a career decision objectively and place less emphasis on emotional pressures

It is your decision as it is your career

The counter offer is belated recognition, move forward with your career

Feelings

It's a big step handing in your notice and it can be nerve wracking, especially when you have built strong relationships with colleagues

Remember your reasons for sourcing a new role, for your own development and more opportunities

If I stay, will the situation improve just because I said I was leaving?

If I stay, will my loyalty be questioned and affect my chance for advancement?

Will I have to go through this process again next time I'm ready for a new position?



What to do

It is of course flattering that your company are concerned that you are leaving so it can confuse you and make you have mixed feelings about your decision

Think about the following questions to help you eliminate doubt and be confident in your decision

The Counter offer

A counter offer is an offer made by your existing employer to either match or exceed the salary/package/benefits/role you have been offered in your new job

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RECRUITMENT