

HANDLING THE RESIGNATION PROCESS



HOW YOU MAY FEEL

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

HANDING IN YOUR NOTICE...

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.

Make sure you negotiate a leaving date and clarify your final pay and outstanding holidays.

THE COUNTER OFFER

Your employee may make an offer to you to either match or exceed the salary/package/benefits/role you have been offered in your new job

WHAT TO DO...

A counter offer can be confusing and lead to mixed feelings about your decision. Think about the following questions to help you eliminate doubt and be confident in your decision:

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

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

It is your decision as it's your career.

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

