

# HANDLING THE RESIGNATION PROCESS



Resigning from a job is a significant decision, and handling the resignation process professionally and courteously is important to maintain your professional reputation. Here's a step-by-step guide on how to handle the resignation process:

**Prepare Yourself:** Before you resign, take some time to reflect on your decision. Make sure you are certain about your choice to resign and have a clear understanding of your reasons for leaving.

**Check Employment Agreement:** Review your employment contract to understand the notice period you are required to give. This is typically two weeks, but it can vary. Adhering to the notice period shows respect for your current employer and gives them time to plan for your departure.

**Write a Resignation Letter:** Draft a formal resignation letter addressed to your supervisor or manager. Keep the letter concise and professional. Express your gratitude for the opportunity, explain your decision to resign, and provide the effective date of your resignation. You can also mention a brief reason for leaving, but avoid being negative or critical.

**Have a Conversation:** Schedule a meeting with your supervisor or manager to discuss your resignation in person. This conversation should be done privately. Bring a printed copy of your resignation letter to hand over during the meeting.

**Stay Positive:** During the conversation, maintain a positive and respectful tone. Focus on the opportunities and growth you've experienced while working at the company. Avoid criticizing the organization, your colleagues, or the work environment.

**Offer Assistance:** Express your willingness to help with the transition process. Offer to train your replacement, complete pending projects, or provide any necessary documentation to ensure a smooth handover.

**Inform HR:** After discussing your resignation with your supervisor, inform the HR department. They will guide you through the formal process and provide you with information about benefits, final pay, and any paperwork you need to complete.

**Work Transition:** Work diligently during your notice period. Complete your tasks, document processes, and ensure that you leave your work in a state that can be easily picked up by your colleagues or successor.

**Farewell to Colleagues:** Consider sending a farewell email to your colleagues, expressing your gratitude for working together and providing your contact information for future networking.

**Exit Interview:** If your company conducts exit interviews, participate openly and constructively. Provide feedback that can help the company improve while remaining professional.

**Maintain Professionalism:** Even though you're leaving, continue to uphold your professionalism until your last day. Avoid discussing your new job or disparaging the company with your colleagues.

**Return Company Property:** Return any company property, such as keys, access cards, laptops, or equipment, before your departure.

**Stay Connected:** Keep in touch with your former colleagues and supervisors on professional social media platforms like LinkedIn. Networking can be valuable for future opportunities.

#### Conclusion:

**Remember, how you handle your resignation can leave a lasting impression on your professional network and reputation. Remaining respectful, positive, and cooperative throughout the process is essential for maintaining a good relationship with your current employer and colleagues.**

**and finally don't forget...**

We are here for you to answer any questions or concerns you have and to provide any help...

## Good Luck!

## The Team at Lucy Walker Recruitment