



How to Resign

So you got the new job! Congratulations! Now comes the hardest part for some people – the resignation! How do you tell your boss? What if he probes you with questions? What if he criticizes your decision, questions your loyalty, pushes you for details or walks you out the door immediately in one public sweep of humiliation? One of the things that can help this process is a well-worded positive resignation letter handed to your boss or placed on his desk prior to a conversation with him. It establishes your point for you and it makes it clear that your decision is made. That in itself eases or even eliminates a lot of attempted persuasion or manipulation to stay as well as the interpersonal tension with your peers. It often prevents an uncomfortable counter-offer too. Consider a content sample like this one:

Effective today (date), I am officially tendering my __ week notice that I am resigning my position of _____ at _____ Company. I have appreciated the years of professional experience and market challenges which have enhanced my skills over the years and provided significant value to you as well.

After sustained tenure at any given company, there comes a time when the challenge of taking one's skills to a new level in a different growth-oriented environment outweighs the stability and predictability of one's current situation. That opportunity has become available to me recently. I have been offered an excellent position and I have accepted the offer.

I am happy to do what I can in the next __ weeks to complete my current responsibilities and to brief someone on pending issues to ease the transition for another designee. According to official policy as I understand it, my last day will be _____.

Once the written resignation is submitted, try to keep your final days with your company as professional as possible. Of course you have personal relationships at work which you will miss but you are better off keeping your focus on why you are moving on to a new opportunity rather than get emotionally entangled in department farewells. Remember the reason you wanted to make a change in the first place and why this opportunity seemed like a good fit for your career path.

Don't listen to a counter-offer if you receive one. Where was that new title, salary, promotion or office change before you gave your notice to resign? The Wall Street Journal, Business Week and numerous others have documented many statistics on how seldom counter-offers work out positively for the employee who accepts one. By resigning, the candidate has basically exposed their "disloyalty" (as perceived by the company) and that makes the



candidate an obvious target for the next layoff or organizational re-structuring. Most data shows that employees who accept counter-offers do not last at the company even one year

because of some action on the part of the company or because of escalated interpersonal tension that ultimately causes the employee to leave on his own. However it is packaged, just realize that any counter-offer is based on the self-interest of the company or manager, not on any interest in the career path of the employee.