

TEN STRATEGIES TO RESIGN WITH CLASS

When you resign, you want to do it in a professional manner. You do not want to burn any bridges because you never know when a negative resignation could hurt your career in the future. Refrain from leaving things in a mess or saying anything that could be interpreted as negative.

The following are ten strategies to resign with class.

STRATEGY ONE: Respect Confidentiality

Review your Employee Handbook or Policy Manual to determine the appropriate way to submit your resignation. A two week notice is standard, but a longer notice may be necessary depending on your employment agreement. Review benefits you may be entitled to which may include: vacation, sick time, retirement or health insurance. Do not confide in coworkers about your intention to resign. This could start unwanted rumors.

STRATEGY TWO: Write Your Resignation Letter

Writing a letter of resignation is a professional thing to do, even though it may not be required or expected. This does become a part of your permanent employment record. The letter should be clear and concise informing your employer that you are resigning and providing the date of your resignation. It is also wise to end the letter with gratitude for what you've learned at your current job.

STRATEGY THREE: Be Clear About Your Last Day, But Be Flexible

If you state that you are resigning on a specific date, be clear if that is the last day you will work a full day or if the day prior to the date is your last day. You should state "My last day of employment will be at the close of business on (insert date)"

STRATEGY FOUR: Be Prepared For A Counter Offer

You may receive a counter offer as an incentive to stay. The counter offer almost always represents your next raise and promotion. It is important to determine the reasons you were in a job search in addition to money. Counter offers rarely address the reasons why you decided to conduct a job search.

STRATEGY FIVE: Inform Your Coworkers

Inform your coworkers before they hear it from others or dismiss it as a rumor. Refrain from making any negative statements and focus on the excitement of your new opportunity. You want to leave a very positive last impression with your coworkers who could provide you with a reference in the future.

STRATEGY SIX: Remove Your Personal Items Prior To Resigning

There are instances when employers do not want you to work for the entire two week notice. Often in certain executive or sales positions, you are asked to leave immediately. In this instance you have little time to pack up your things and instead will have them mailed to you. If you have personal items you value, inconspicuously remove them in the days before you resign. Take things that are only yours and do your best to leave things in order for your replacement.

STRATEGY SEVEN: Notify Others

Take time to notify management, other departments, customers and anyone that might be impacted. Never say anything negative about anyone, this includes your employer. Express gratitude and share your new contact information.

STRATEGY EIGHT: Document To Help With The Transition

Prepare a document that outlines all your current projects or assignments. List the names of people involved, any issues and important future deadlines. This document will allow someone else to take over your position once you're gone.

Your resignation causes problems and stress for your supervisor and remaining coworkers. Demonstrate that you want to make this a seamless transition. Offer to train your replacement. If you have outstanding projects, don't wait until the last minute to meet deadlines. Work diligently until your last day.

STRATEGY NINE: Be Ethical

Return any property, client lists, computers, samples and all confidential materials. You want to leave a very positive impression that people will remember. Disable your voicemail messages and email.

STRATEGY TEN: Prepare For A Let Down

You have established patterns at your place of employment that represents a big part of your life and time. When you leave you may feel anxious or feel let down. These feelings are normal and part of the resignation process. You can overcome these feelings by focusing on the challenges of your new job.

Implement these ten strategies and you will resign with class while maintaining lifetime relationships.