



RESIGNATION ADVICE

If you have your new offer in writing and you have decided to accept it; you will need to write your letter of resignation.

Keep your letter of resignation as short as possible. Avoid any negative comments that could compromise future goodwill, focus instead on your new role and the new company. You are not obliged to disclose details of your new salary.

RESIGNATION MEETING

This meeting is best had face-to-face with your manager; make sure it has defined timescales to give you control over what may be a potentially uncomfortable situation.

COUNTER OFFERS

Some firms will go to extraordinary lengths to retain staff, including sincere promises.

Please bear in mind:

- It will cost money to re-recruit your role.
- It will cost money to re-train someone to take your role.
- If persuaded to stay, any perceived disloyalty may hang over you.
- Promises of promotions or new responsibilities are sometimes made by managers without the authority or opportunity to enact them.
- If you are moving for money alone, you should accept a counter offer.
- Research also shows that many employees accepting a counteroffer choose to leave within a year of doing so.