

# PROJECT CONNECT RESIGN WITHOUT BURRINGING YOUR BRIDGES

In an ideal world, resigning from your job would be pleasant and straightforward. Your boss would be understanding and supportive of your needs and no bad feelings would arise. The fact is, too few employees experience such an easy ride.

How you handle your resignation has the potential to impact your career; after all, a good reference is not just valuable, but vital.

Once you have made up your mind to resign, your most urgent task is to inform your manager. A letter of resignation is the formal way to communicate your action and it acts as a legal document stating the date from which you wish your notice period to begin.

How you write your letter depends on the circumstances of your departure. A simple resignation letter should include details of the person to whom it is addressed, the notice of termination of employment, when this is effective from and your signature.

If you are leaving on good terms you may want to add an extra sentence or two thanking your boss for the opportunities you've been given.

On the other hand, if your resignation is in response to adverse working conditions or a clash of personalities with your boss or another colleague, it can be dangerous to go into detail. Simply state your intention to resign; there is no need to elaborate. Remember, the letter has one sole purpose: to inform your employer of the date you wish to terminate your employment.

Find the right moment to hand in your notice; just before your manager is about to make a presentation to the board of directors is not a good time! If necessary, rehearse your reasons for leaving before meeting with your manager. If there is likely to be a handover period to a colleague or new person, reassure your boss you'll be helpful and cooperative.

Expect to be asked where you have secured alternative employment. If you don't want to reveal where you're going, you're perfectly within your rights to keep this to yourself.

Once you have handed in your notice, keep your resignation confidential – your boss will appreciate being the one to decide who else to tell and how and when to break the news.

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