



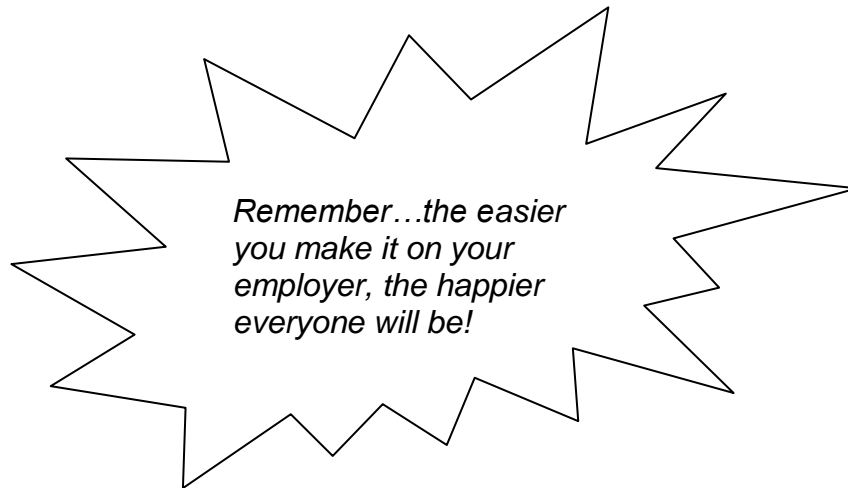
RESIGNING

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The Art of Resigning

Resigning from a job can be an easy experience or can be one of the most difficult things you do as a part of your work search process. It is something that you could do numerous times over the course of your work life and as a result, it is not something that should be taken lightly. If not dealt with properly, an employer can be left with bad feelings and could decide to provide a weak reference on your behalf to future employers, ultimately haunting you for years to come. If, however, you follow the correct resignation etiquette, your chances of maintaining a strong relationship/reference with your boss will be increased.



People leave their jobs for many different reasons: they need more money, the position offers insufficient challenge or limited opportunities for advancement, personalities have clashed too often, or they have been recruited to a better position or have some other positive reason to leave. Whatever **your** reason, it is your job to ensure that you have done all that you can to end on a good note with your employer.

A number of factors can influence the resignation process and outcome:

- (1) your current relationship with your employer and co-workers
- (2) how you choose to deal with the decision of leaving a position, and
- (3) your willingness to assist in the transition process.

While you may not be able to change strained past/current relationships with an employer or co-worker, you do have the power to decide how to leave a position and whether you choose to accommodate your employer in the transition process.

In short, you have the power to influence future interaction and how your resignation is received. How? Be prepared, be positive!

Do's and Don'ts

Further information on all these points listed below will be addressed later in the information package. If you would like to collect more information, please read on.

DO'S:

- Provide your resignation in writing.
- Be brief in your letter.
- Choose your words carefully in your letter, as they may haunt you down the road when a potential employer contacts a former employer for a reference.
- Give adequate notice. The minimum resignation notice that employers typically expect is 2 weeks.
- Consider offering help to find a replacement or to train the newly hired individual.
- Ask for a reference letter while they can still recall your work ethic.
- Negotiate a fair settlement for any outstanding salary, holiday entitlement, over-time, etc.
- Always keep a copy of the letter provided to your employer for your own records.
- Prepare to resign. Remove personal belongings from your personal space but be sensitive about the timing of doing this.

DON'TS:

- Leave your office, workspace or projects unfinished.
- Criticize the company or its employees.
- Feel guilty about moving on to other opportunities.
- Take anything the company owns – this includes simple things like pens, calculators, manuals, etc.

Remember... There is risk in resigning from a job if a new job has not been secured. Finding work can sometimes take longer than expected and the last thing you want to create on your resume is a gap in your employment history.

Different Ways to Resign – Lasting Impressions

Last impressions can be just as important as first impressions. No matter what process you choose when resigning, be sure to leave on a good note. Be as co-operative as possible with the transition process. Make sure you have given ample notice of your intention to leave (refer to your company handbook, but Employment Standards asks for two weeks). Ensure that all projects are completed or make sure that you have reassigned/delegated the work prior to leaving.

Resigning Verbally

This is a great personable approach to quickly providing notice of your intention to leave. It should be used **ONLY** if you are confident that you can present yourself in a non-confrontational manner.

- When choosing to resign verbally, the first step is to give some thought to what you would like to say and be clear about what you do **not** want to share. Choosing your words carefully is the key to this process. If you have enjoyed your job and the company you have worked for, you may wish to express your gratitude for having had the opportunity to work for them. If you have not enjoyed working for them, you want to ensure that your words are chosen carefully and professionally so you avoid any unnecessary stresses. Remember, this employer could be contacted by future employers.
- Once you have a clear idea of what you would like to say, your next step is to schedule a meeting time with your boss.
- During the meeting, calmly and concisely state your decision. Tell them you have accepted another position and make it clear that it is final. Retain your poise if the meeting becomes tense. Unless your boss is expecting you to leave, it is natural for your employer to be surprised and have a reaction (shock, disappointment, curiosity, etc.) to the news and want to probe for more information – details that you may not want to give at this stage. It is in your best interest to leave a company on the best possible terms. You may feel the need to justify your decision. However, some circumstances may require that you simply indicate that it is in your best interest at this time. Stick to your prepared comments!
- Leave the meeting on a good note and be as co-operative as possible.



Written Resignation

So, why do you need a resignation letter if you can resign verbally? When an individual resigns, it is imperative that you not “burn any bridges”. A written letter always gives you more time to carefully choose your words in delivering the news – especially if you are leaving a job you have not enjoyed working at. It gives you greater control over your message and provides something on paper for the employer to keep on file. If written carefully, it is a professional way to end your position with a company.

- You may still want to deliver this in person, but in its simplest form, a resignation letter should only include the following information: name, date, the person it is addressed to, the notice of termination of employment, and your signature.
- When leaving under strained or bad circumstances, you may choose to stick just to the basics when writing your letter. Resist the urge to bad mouth or let off steam. Remember... your letter of resignation may work for you or against you when giving future references.

If you are leaving under good circumstances and feel you want to say more, feel free to use this opportunity to emphasize the positive aspects of having worked at the company or with particular people.

Resigning Via E-mail

Although a less favourable method of resigning, giving notice through email is becoming a more common practice with today’s business/computer oriented working world. If written carefully, a letter forwarded to your employer through email provides the benefits of both the verbal and written resignation processes, as it provides notice of your intention to leave in a quick manner, while allowing you to have control of the message delivered. Nonetheless, it is a more impersonal approach and should always be followed up with an offer to meet further to discuss any questions.

- When writing the e-mail, follow the same guidelines as a written notice.
- Remember that it can be forwarded to multiple people at the same time (beneficial if you have a direct supervisor and manager in different locations).
- Copies can be printed easily by the employer if required.
- **Warning:** be sure that you have not accidentally included any ill-tempered comments on your e-mail message prior to sending it. Once sent, there is no way to retrieve it and insults or accusations hammered out on a keyboard and then sent without due care and attention could bring your career and reputation crashing down!

Final Thoughts

- Until you have a job secured with a formal offer of employment, be discreet about your hunt for a new job. You may feel the need to tell your closest colleagues about your progress, but remember that it will circulate. There is nothing worse than making your intent to leave clear if your next step doesn't go as planned.
- Be aware that it is not uncommon to negotiate start dates and times with a company as long as they do not conflict with the duties and responsibilities of the new position. Most employers will be reasonable if you are trying to show consideration to your current manager or supervisor by giving advance notice that you are leaving.
- Once you have informed your employer of your resignation, your employer may request an exit interview, and this is generally a good idea. However, avoid a gripe session or an extended discussion of how to "fix" the group. You should have already made a good-faith effort to do this while working there, and anything you say upon departure is not likely to have much effect. What you want most from this process is to leave on as positive a note as possible.
- If you are not able to provide adequate notice of resignation and need to request an early departure, the following statements are some suggestions to assist in the process. *"My contract of employment requires me to work here for a further two weeks from the day I give notice. However, I wish to request that you release me at an earlier date because my new employer has requested I start work on...."*
- Lastly, when you provide your employer notice of your resignation, some may require you to leave immediately. Be prepared for this request, as an employer is legally entitled to make this decision. While it is usually shocking to receive such an abrupt response, retain your composure and do not become emotional or confrontational. This request may be company policy and have no reflection on what they think of your work. Since last impressions can be more powerful than first ones, it's a good idea to do all that you can to be remembered as a professional and keep your references intact. Focus on leaving on a good note as it will allow more of an opportunity for you to prepare for your next job.
- **Remember...**if you are asked to leave immediately, your employer is obligated to provide you with a minimum of two weeks pay depending on your length of service. Check with your local Employment Standards branch for details or visit www.labour.gov.bc.ca.

Resignation Template

Your Name
Your Address
Your Phone Number
Your E-mail Address

Date: _____

Include your employer's name and address even if you are hand-delivering the letter.

Employer's Name and Title
Company Name
Address
E-mail

Dear (Name of Employer): _____,

The Body of the Letter:

Most letters should be very brief noting the effective date of resignation, a possible explanation, and a brief mention of positive aspects of working for the company/employer and/or a thank-you.

Sincerely,

The closing line appears immediately after the last paragraph and just before your signature. Each of the following closes is appropriate for a cover letter: Sincerely yours, Very sincerely, With regards, Regards, Respectfully submitted.

Signed Name

Typed Name

Type your name five lines below the closing line and sign your name in the blank space.

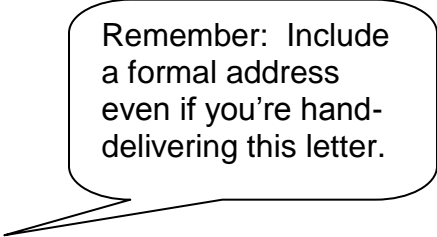
Example 1: Simple with Reason

Sandra Bullock

517A Tranquille Rd. • Kamloops, BC • V2B 3H3
Phone: (250) 222-2222 E-mail: sbullock@email.ca

October 30, 2008

Ms. Bourne
Manager
Timkoes Bar and Grill
Street Address
Town Name, BC
Postal Code



Remember: Include a formal address even if you're hand-delivering this letter.

Dear Ms. Bourne,


Please accept this letter as my formal resignation as Server for Timkoes Bar and Grill. My last day of work will be November 15, 2008.

I made this decision, not because I'm ungrateful with the opportunities you've presented, but as a need for further hours to cover living expenses. It's been a great pleasure working with you and representing the company.

I wish you and Timkoes Bar and Grill continued success. Please let me know if there is anything I can do to assist in a smooth transition.

Sincerely,

Sandra Bullock



Don't forget to sign your name.

Sandra Bullock

Example 2: Straight to the Point

Tom Jones

55 Hollywood Lane
Kamloops, BC
V9Z 1T1
(250) 555-5555

October 30, 2008

Mr. John Smith
Supervisor
Alias Farms Ltd.
1234 Any Street
Kamloops, BC
V2C 6C3

Dear Mr. Smith:

The purpose of this letter is to formally inform you that I have accepted a new position with another company. My last day of employment with Alias Farms will be two weeks from now, being November 15, 2008.

I appreciate the opportunity you have given me, and wish you all the best in the future.

Respectfully,

Tom Jones

Tom Jones

Example 3: Extensive with Reason

Tom W. Hanks

Any Street • Your Town, BC • Postal Code
Phone: (250) 222-2222 • E-mail: thanks@hotmail.com

October 30, 2008

Stephen Spielberg, Division Manager
ABC Accounting
22 Candoall Rd.
Kamloops, BC
V2B 2B2

Dear Mr. Spielberg,

It is with great regret and anticipation that I have decided to tender my resignation. I am offering 3 weeks notice with my last date of employment being November 15, 2008. I hope this will be sufficient notice for you to find a replacement for me.

My decision to resign was finalized after long and careful consideration of all factors. The associations I've made during my employment here will truly be memorable for years to come; however, I feel the change will be beneficial to my long-term career goals and objectives. I assure you that I will complete any outstanding projects prior to my departure and I am more than willing to provide training and orientation to my replacement. Please let me know if there is anything I can do to assist in a smooth transition.

Again, it has been a pleasurable learning experience working as part of your team and I wish nothing but continued success for ABC Accounting.

Sincerely,

Tom Hanks

Tom Hanks

Example 4: Basic with Reason

Tom Jones

55 Hollywood Lane
Kamloops, BC
V9Z 1T1
(250) 555-5555

October 30, 2008

Mr. John Smith
Supervisor
Alias Farms Ltd.
1234 Any Street
Kamloops, BC
V2C 6C3

Dear Mr. Smith:

The purpose of this letter is to formally inform you that I will be resigning from my position as Labourer at Alias Farms. My last day of employment will be two weeks from now, being November 15, 2008.

This wasn't an easy decision as I am grateful for the rewarding employment I've had with Alias Farms Ltd. However, after long hours of consideration, my decision is now final and I have accepted a position with another company.

I appreciate all that you have done for me in the past, and wish you all the best in the future.

Respectfully,

Tom Jones

Tom Jones