

When and How to Resign



You've finally decided to take the next step in your career. Maybe you're moving up a rung on the corporate ladder or maybe you're taking the plunge into a completely new industry. There's only one thing left to do before you move on: resign. Have you been putting it off?

A recent [wwwork!](#) poll discovered that one in four people (27%) find the idea of resigning "very stressful." Another quarter would rather resign to their boss via a resignation letter than during a face-to-face meeting. Career experts agree that given the two options, it's always best to resign in person. They also agree that you should never resign through email.

Keep in mind that how you resign may impact your career in the future. Burning bridges is the last thing you want to do – after all, you may need to rely on these contacts as future references. So keep your resignation tactful and professional. Remember, you never know who you'll run into in the future, so why risk your career with a bad resignation?

When thinking about your resignation, it helps to understand how your boss will be feeling and thinking as you deliver the news. He or she will be losing a valuable employee, possibly even a friend. Not only that, there's also the headache of trying to find a replacement, training them, and eventually waiting for that replacement to get up to speed and used to the company and the role. If your role is a highly specialized one, it can have a steep learning curve which takes away valuable of time and resources from the company.

Even though you are resigning in person, be sure to prepare an appropriate resignation letter. Keep it short and to the point. Indicate your regret, and mention that you enjoyed your tenure. Make positive mention of the company, your colleagues and your boss. You might even want to mention your varied contributions to the organization during your stay. Lastly, you should express sincere gratitude for the learnings and experience you gained.

In your resignation, you should give enough notice, the standard being two weeks. Be a professional and offer to help find and train your replacement. During your last few weeks and days, be active and do not slack off. Complete all outstanding assignments or projects as well as leave detailed reports for supervisors and co-workers. Lastly, get the contact information of your bosses and colleagues!

Finally, there are a few things for you to think about:

Counter offers – Upon hearing of your resignation, your boss might present you with a counter offer to encourage you to stay. Most career experts agree that while it's enticing to accept a counter offer it's usually a bad idea. Think of it from your supervisor's perspective: you have already tried to quit once, therefore your loyalty is suspect. Your relationship with your boss and colleagues will be inevitably different once you try to resign.

Being escorted out – Some companies escort employees out the door upon resignation. This is especially true in sales positions, so be prepared by gathering and clearing your personal files from your desk and computer and getting your workspace organized.

Exit interviews – Large organizations will ask departing employees to perform an exit interview with the Human Resources department. The purpose of these interviews is to determine what your skills and duties are required to help HR find a proper replacement. They might also want to know your reason for leaving. Again, be professional, tactful, and careful about saying anything negative.

Though resignations can be nerve-racking, they are a necessary skill for the modern employee. With most workers expecting to switch jobs and careers at least 3-5 times in their lifetime, everyone is going to have to learn how to effectively resign with professionalism. So you're not alone. Remember, resigning one job is the first step in getting a better one.