

# Resigning Top 10 Mistakes

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10 Easy Steps  
to get the  
Job You Want!

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- 1. Not giving proper working notice.** You are obliged to give your employer adequate notice when you resign so that they can take appropriate action, such as hiring and training a replacement. Check your employment agreement for details.
- 2. Not resigning to the right person.** Find out who you should be speaking to when you resign. Is it your boss? Is it HR? Both? You don't want news of your resignation to get out before you've made an official statement to the right person.
- 3. Bad mouthing.** When you resign, refrain from speaking negatively about your job, your colleagues or the company. You want to leave on a high note, so be gracious and professional.
- 4. Not doing it in person.** Set aside a time to meet with the appropriate person when you resign. Resigning by telephone, email, or casually at the water cooler is not acceptable.
- 5. Not transitioning work appropriately.** Take the time to organize your work files and pass them along to your replacement or your boss. Provide detailed instructions on how to manage any outstanding projects.
- 6. Failing to honor your employment agreement.** Check your employment agreement for any specific non-compete and non-solicitation obligations. You don't want to leave yourself open to legal or ethical predicaments.
- 7. Not putting it in writing.** Write a brief letter stating that you are leaving the company and indicating your effective resignation date. You don't need to provide details about why you are leaving or where you are going.
- 8. Being unprepared.** If you're serious about resigning, make sure you're prepared for the outcome. If you don't have another job lined up, make sure you have the financial wherewithal to sustain an upcoming job search.
- 9. Expecting a counter offer.** Don't resign hoping that your employer will come back to you with a counter offer - you may be disappointed. In fact, you may just be walked out the door.
- 10. Being impulsive.** Don't resign in the heat of the moment. If you're angry or otherwise emotional, take some time to cool down before making any rash decisions about quitting your job.

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