

RESIGNING WITH ETIQUETTE

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At some point during a career, a person will likely need to resign from their position. The reasons for resigning may vary, but one must try their best to leave professionally. Ending a job on a positive note can also lead to great networking opportunities for future endeavors.

Etiquette is a customary code of polite behavior. On the opposite side of polite customary behavior, we have the boorishness of behaviors border lining on misconduct. Granted, not all working environments work on the honor system, however, as individuals we should aim for this in every aspect of our lives, which brings me to etiquette.



**THE FOLLOWING STEPS
OUTLINE HOW TO
PROFESSIONALLY RESIGN
FROM YOUR POSITION:**

10 STEPS

1. Confirm and finalize details with your new employer

If you're leaving your current position for a better one, ensure all details are finalized. Make sure you have successfully responded to an offer letter and have a scheduled start date. Doing so prevents any gaps in employment and guarantees that the new job awaits you after stepping down from your current one.

2. MAKE A TRANSITION PLAN FOR YOUR TEAM

BEFORE YOUR LEAVE, CREATE A PLAN OF TRANSITIONING YOUR RESPONSIBILITIES TO OTHER TEAMMATES. DRAFT A LIST OF OBJECTIVES AND DETERMINE WHICH ONES EACH TEAM MEMBER TAKES. PROVIDE HELPFUL ADVICE IF SOME DUTIES INCLUDE COMPLEX DIRECTIONS OR SOFTWARE THAT OTHERS ARE UNTRAINED ON.

3. Write a formal resignation letter

Before you leave, write a brief letter explaining how grateful you are for the opportunity. Include the specific date of your last day on the job and keep the tone of your message professional and calm. If you wrote a transition plan, attach it to the letter as well and explain its intent.

4. BE THE FIRST TO NOTIFY YOUR MANAGER

YOUR IMMEDIATE SUPERIOR DESERVES TO BE THE FIRST TO KNOW SO THAT THEY CAN MAKE ARRANGEMENTS FOR YOUR DEPARTURE AS NECESSARY. SCHEDULE A TIME TO MEET WITH THEM IN PRIVATE TO OFFER YOUR LETTER AND EXPLAIN YOUR SITUATION.

5. Resign with your letter in person

Rather than sending an email, it's more professional to present your letter and your plan in person. If meeting in person is not possible, send an email and accompany a signed copy to be delivered to your manager.

6. PROVIDE ADEQUATE NOTICE

BE SURE YOUR LETTER PROVIDES YOUR EMPLOYER WITH ADEQUATE NOTICE OF YOUR DEPARTURE. YOUR NOTICE PERIOD IS LIKELY STIPULATED IN YOUR CONTRACT. READ YOUR CONTRACT BEFORE YOU BEGIN WRITING YOUR RESIGNATION LETTER.

7. Pack away personal items from your workspace

After notifying both your manager and your co-workers of your departure, begin packing personal items from your desk, locker or, other primary workspace or storage area. Check all desk drawers and other storage spaces such as a break room to ensure you get everything you own.

8. PREPARE FOR AN EXIT INTERVIEW

SOME JOBS REQUIRE AN EXIT INTERVIEW AS PART OF THE DEPARTURE PROCESS. EXIT INTERVIEWS ARE EITHER CONDUCTED BY YOUR DIRECT MANAGER OR A MEMBER OF THE HUMAN RESOURCES TEAM. TREAT IT LIKE A NORMAL INTERVIEW. DURING AN EXIT INTERVIEW, YOU'LL BE ASKED ABOUT YOUR TIME AT THE COMPANY AND HOW IT COULD BE BETTER. KEEP YOUR ANSWERS PROFESSIONAL BUT ALSO BE HONEST, THIS HELPS FUTURE EMPLOYEES BETTER THE SYSTEM.

9. Ask for a reference

Ask your managers or colleagues if they can be contacted as references for you. Ask politely and open the conversation with how grateful you are for the experience of working with them. Having a direct manager as a reference is an asset to any job application, especially if it's accompanied by a letter of recommendation.



10. Keep in touch

Even if you are unable to get references, keep in touch with all of your colleagues. Continue networking with individuals after your departure as they may become valuable contacts later. You might want to work for the same company again, and having your previous manager vouch for you is a great way of earning your place back. Additionally, as your co-workers grow within their careers, they may have the ability to offer you better opportunities. Always leave on a positive note. Always look forward to better opportunities. Always be professional no matter the environment you are leaving. Be an employee you will want when you get to the top. Avoid burning bridges, sometimes it may be the road you need to achieve your professional freedom.

