

How to Write a *Resignation Letter*

Now that you've landed a great new job, it's important to remain professional and make every effort to leave your existing employer on good terms. Here's a few points to bear in mind before you do the deed!

Do's

- ✓ **Keep it Brief** – your *Resignation Letter* should be simple, concise and clear. Avoid lengthy explanations as to *why* you are resigning.
- ✓ **Be Specific** – clearly state your intention to leave. Make sure your letter includes a specific *date* from which your resignation takes effect and your last working day. Make sure the letter is addressed to the right person (usually your Line Manager or HR).
- ✓ **Resign in Person** – give your resignation face-to-face and follow up with a formal *Resignation Letter*. If this isn't practical, make sure you write a professional resignation email instead.
- ✓ **Be Grateful** – thank your employer for the opportunities you've been given. Keep it polite and positive.
- ✓ **Give Notice** – always offer to work your full *Notice Period*. Make sure you check your employment contract to clarify your official notice period. Depending on the company, you may be asked to work your full notice, offered gardening leave, or you may be asked to leave immediately with paid notice.
- ✓ **Be Helpful** – offer to give a full handover whilst serving your notice. You could even offer to help find your own replacement.
- ✓ **Ask for a Reference** – ask your boss and colleagues if they'd be happy to give you a reference. If they agree, see if they can write you a *LinkedIn* recommendation too.
- ✓ **Leave on Good Terms** – try not to burn your bridges. It's a small world. You never know when you might cross paths with an ex-boss / colleague in the future, particularly if you work in a specialist job or industry.

Dont's

- ✓ **Don't Resign Without a Written Job Offer** – don't serve your notice on the basis of a verbal offer alone. Make sure you have a firm job offer *in writing* before you resign, including a formal *Offer Letter* and signed *Contract of Employment*.
- ✓ **Don't Waffle** – there's no need to get into the gory details as to *why* you're leaving. Keep it simple.
- ✓ **Don't Vent** – even if hate your job, don't be tempted to rant. Keep it professional.
- ✓ **Don't be Negative** – when you're talking about your resignation with co-workers, try to emphasise the positives and talk about how your employer has benefitted you, even though it's now time to move on.
- ✓ **Don't Brag** – even if you just landed your dream job don't rub it in. Don't make your soon to be ex-colleagues feel miserable about staying put just because you've decided to move on.
- ✓ **Don't Slack Off** – whatever you do, don't be disruptive or lazy during your notice period. Leave on a positive note. The last thing you want to be remembered for is the person that messed around and did no work during their final weeks. This will almost certainly cost you a good reference and risks alienating colleagues.
- ✓ **Don't Resign by Text** – would you like to be fired by text? Of course not. Extend your employer the same level of courtesy. Hiding behind a text will be viewed as cowardly and unprofessional for good reasons.

Any questions? Please don't hesitate to call your *Syntax* Consultant for further advice and support.
We're always happy to help!

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