

Resigning Gracefully

If you've reached a crossroads in your career, it's a good idea to figure out how to hand in your notice. Leaving for a new position doesn't have to be awkward, here are some important steps you'll want to take to end things with tact and grace.

FORMALITIES

Once you have decided to resign, put it in writing. Ensure that it is signed and dated, and hand it in to your line manager.

Ensure to give enough notice. The amount of time you need to give should be stipulated in your contract.

You should set up a meeting with your manager to inform them of your decision to leave face-to-face.

To avoid awkwardness, it's best to do this on a Friday afternoon, as this will put distance between you and your employer over the weekend and allow the dust to settle.

Only let other team mates know once your resignation has been finalised.

STAY POSITIVE

Even if you don't feel positively towards your company or current job, it is important to remain upbeat so that you leave on good terms.

Resist any outbursts—telling your boss some home truths or bad mouthing your colleagues may be tempting, but doesn't paint you in a positive light, and you're less likely to get a good reference.

REMEMBER:

It makes sense to find a new job before handing in your notice to your current one. The most obvious reason being that it reduces the risk of you being out of work with no income. It also makes you look more attractive to potential employers if you already have a job.

WORKING YOUR NOTICE

Usually you will be required to work your full notice period once you resign.

It is up to your employer whether they factor in any annual leave you have leftover into your notice period, or whether they just pay it into your last payslip.

Don't be tempted to leave in the middle of your notice period; you may be glad to see the back of them but it doesn't reflect well on you.

It is not uncommon for people switch employers, only to come back later—so don't burn any bridges.