



## Correct Etiquette When Resigning

### Informing your employer

How you write your letter depends on the circumstances of your departure. A simple resignation letter should include details of the person to whom it is addressed, the notice of termination of employment, when this is effective from and your signature.

If you are leaving on good terms, you may want to add an extra sentence or two thanking your boss for the opportunities you have been given, and expressing your regret. A touch of sentiment can go a long way and costs nothing.

Remember, the letter has one sole purpose - to inform your employer of the date you wish to terminate your employment. Keep it simple and to the point, there is no need to elaborate or display any signs of bitterness.

### Timing is key

The reality is that most people at some point in their lives will have been in your situation. Despite the fact you may have been a valued member of the team, the company will not collapse without you. You are not the first person to resign and you won't be the last.

These are some points to consider:

- Find a suitable moment to see your boss.



- Keep it confidential.
- Be certain of your reasons for leaving.
- You're perfectly within your rights to not declare your reasons for leaving or where you have ventured on to.
- Always be prepared for a negative reaction.
- Reassure your boss you'll be helpful and cooperative during your transfer period.

### **Never doubt yourself**

Being absolutely sure you are doing the right thing is crucial. Before you make up your mind, take into consideration the following key fundamentals:

- Pros and cons of your present and newly acquired job.
- Have you pursued all avenues for advancement within your current firm?
- Would you remain in your current job in you were offered a raise or a promotion?
- Listen to your head and not your heart.
- Think back to your motives for seeking new employment opportunities.
- Stand firm and don't be swayed by comments from friends or family.
- Don't be put off by sentimental remarks from colleagues or other employees.

**Most importantly**, don't underestimate your capabilities. If you have goals and ambitions, don't be hampered by negative thought.