



Resigning Professionally



CooperLomaz



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Resigning from your job can be a challenging and daunting task. Regardless of whether your experience with your current employer has been positive or negative, you will need to submit your letter of resignation and likely explain your decision to your boss. Here's our guide on how to resign cleanly and respectfully.

Writing Your Letter of Resignation

When drafting your letter of resignation, ensure it is clear and concise. There is no need to elaborate on why you are leaving. Your letter should simply state that you are resigning and specify your last working day.

Preparing for the Meeting

As you prepare to hand in your letter of resignation, keep a few key points in mind. While the meeting with your boss is likely to be brief and straightforward, it's essential to be prepared for various responses. Your boss may try to persuade you to stay, offering a pay rise or even a promotion. Remember the reasons why you started looking for a new job in the first place. For more details on handling such situations, see our section on Counteroffers.

During the Meeting

Politely inform your boss that it is time for you to move on and hand over your letter of resignation. Make sure to agree upon an end date with them.

After the Conversation

Once the conversation is over, allow your boss some time to process the news before informing your colleagues. It might be worth discussing with your boss how the news will be communicated to the rest of the team.





Top Tips for Resigning Smoothly:

- Keep your letter of resignation clean and concise.
- Agree on a date for your final day.
- Remain professional throughout your notice period.

By following these guidelines, you can ensure that you resign from your job professionally and respectfully, maintaining good relationships as you transition to your next opportunity.