



TIME TO RESIGN

IT'S TIME TO SET ANOTHER GOAL

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You are considering a change because your present position and/or company doesn't offer the potential for growth you seek. You have looked at your decision to change both logically and emotionally, and it's the emotional decision that is the hardest.

That old axiom, "*don't let your heart rule your mind*" is much easier said than done. The fact remains, your needs are not being satisfied! Sure, the company has helped you progress professionally; sure, you've made many new friends; sure, you even feel comfortable because you can handle the job well.

However, as certain as you're reading this, your objectives and goals are secondary to those of the company, and it will always remain that way. As soon as you thought about changing jobs, subconsciously you knew this was true.

Top executives agree that the days of the gold watch for 30 years of faithful service are gone. In fact, experience at several good companies is considered an asset because your horizons are expanded. Today, changing jobs is a necessity if you expect your career to grow.

CAVEAT: Your changes cannot be too frequent and you must be able to demonstrate that by making the change your background was enhanced.

CAVEAT: Don't resign until you have another position. Experience has shown it to be easier to find a job if you are presently employed.

Let's face it, it is natural to resist change and avoid disruption, and your present employment is no exception. If you're doing a good job, your employer will not want to lose you and you can expect a counter-offer even though you have accepted a job elsewhere. As long as you haven't started your new position, the company and your boss are going to woo you. You'll be noticed with more money, you may get, or at least be promised, a promotion. The appeal will be emotional in nature. There will be an apology made in the form of not knowing of your dissatisfaction. Your boss may even enlist a senior vice president or the president to help convince you that you're making a mistake.

It is guaranteed, you will hear the following in some form or another:

1. "We have plans for you that will come to fruition the first of next month--it's my fault for not telling you."
2. "I shouldn't do this, but I'm going to let you in on some confidential information. We're in the process of reorganizing and it will mean a significant promotion for you within six months."

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3. “We’ll match your new offer and even better it by “x” percent. This raise was supposed to go into effect the first of next quarter anyway, but because of your fine record, we’ll start it immediately.”
4. “When I told our president of your decision, he told me he wants to have dinner with you and your spouse as soon as possible. You just tell me when, and he’ll drop everything to discuss this situation with you.”

COUNTER-OFFER IMPLICATIONS

A counter-offer can be a very flattering experience: your emotions may be swayed; you may lose your objectivity; you are going to be tempted to stay; “buyer’s remorse” will set in--that apprehension of change will urge you to reconsider your decision.

CAVEAT: Accept the counter offer only if you can answer “no” to all the following:

1. Did I make the decision to seek other employment because I felt a new environment would provide me with the opportunity to enhance my career?
2. If I decided to stay after giving notice, will my loyalty be suspect and affect my chance for advancement in the future?
3. If my loyalty is questioned, is there the possibility that I will be an early layoff or terminnee if business slows down?
4. The raise they’re offering me to stay, is it just my annual review coming early?
5. The raise I was offered is above the guidelines for my job. Does this mean they are “buying time” until a replacement can be found within the acceptable compensation guidelines for my job?
6. I got the counter-offer because I resigned. Will I always have to threaten to quit each time I want to advance?

LOGIC MUST PREVAIL

As a professional, your career decisions must be made objectively, free of the emotional pressures you are likely to experience. Others will try to influence you, but sometimes only you know things are not right and will not

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get better. How do you explain a “gut feeling?” Are you expecting your company to be sorry to see you leave and to make some attempt to keep you. Their response should be considered flattering, but it’s best with pitfalls too numerous to risk.

It’s up to you to end your relationship as professionally as you begin it. Write a letter that expressed your thanks for the opportunity they extended and tell them you enjoyed your relationship, but that your decision is irrevocable. Put it in your own words and either mail it personally or hand it to your immediate supervisor. Be pleasant but firm. Your new employer is anxious to have you start, so remember, two weeks’ notice is almost always sufficient.

A counter-offer is really a belated confirmation of the contributions you’ve made. Move ahead to your new job knowing you’ve made the right decision. After all, if you don’t look after your future, who will?

CANDIDATE RESIGNATION PREPARATION VIDEO

Attached is a link to a brief video - Candidate Resignation. We request you watch it entirety. This is an emotional and challenging experience for all parties and being educated and prepared on the process is of paramount importance.



RESIGNATION LETTER

In the video above, we advise to focus on positive experiences. Always avoid negative information, party complaints or constructive criticism in hopes it may help your boss or the company. Doing so will never be well received at this time and can only cause harm and irreparable damage. We advise the same for the resignation letter.

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You can use whatever words you like, but never put anything in the resignation letter other than what we prescribed below. This letter will be a part of your personnel record forever. If you love and respect your boss and/or colleagues, you can share that verbally, but in all cases keep the resignation letter short and sweet.

You want to leave on as positive note as possible and be remembered as the consummate professional you are by your superiors, peers and subordinates.

SAMPLE LETTER OF RESIGNATION

Date (Resignation Turned In)

Mr./Ms. _____
Title
Company

Dear Mr./Ms. _____:

I have been offered, and have accepted, a position with another company. Therefore, I am submitting my resignation to be effective (final day with present company).

My decision to accept another position was based solely upon personal factors relating to my goals and future career objectives.

I wish to thank you for the opportunities and training you have provided me during my association with (name of your present company). It has been mutually beneficial and I wish you continued success.

Respectfully,

(Your Name, typed)
Sign above under "Respectfully"

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