

Your 5 step guide to resigning (on GOOD terms)

handle
recruitment

Congratulations, you've nailed it!

You've secured that new role you wanted and signed on the dotted line.

There's just one thing standing in your way - your current job.

You're going to need to let them know that you're leaving, but for the sake of future roles and recommendations, want to do it on the best possible terms.

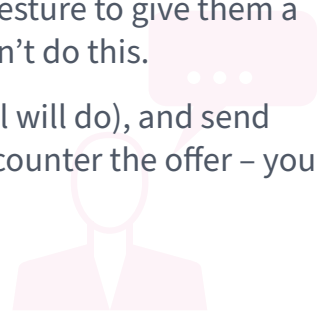
Here's our 5 step guide:

1 Let them know

Once you know you are leaving (when you've signed the contract, and NOT before), your manager needs to be the first to know - it's very important that they hear from you and not anyone else. Set up a face-to-face meeting, or video call if you're totally remote, and calmly let them know that you're moving on, whilst expressing gratitude for the job you had.

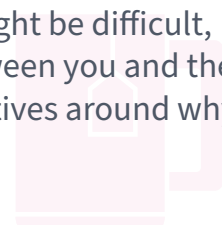
You're going to need to work out your notice period (make sure you're very clear on exactly what this is), but if you know when your start date is, it might be a good gesture to give them a little more time. If you feel they're likely to march you out on the spot, don't do this.

After you've let your manager know, put your resignation in writing (email will do), and send this to them. When you've let your current job know, they may decide to counter the offer – you can read our full guide to that here.



2 Keep calm (and don't gossip!)

Even if you're completely ecstatic about your new role, remember to play it cool at your existing one. Don't gossip about the reasons why you're leaving the role (this one might be difficult, especially if you are friends with co-workers). In order to keep relations between you and the company as positive as possible, it's important not to spread negative narratives around why you are leaving.

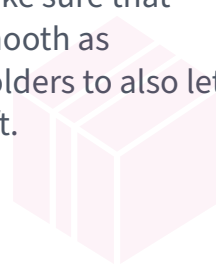


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Wrap up projects

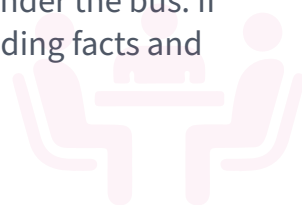
Your main task before you leave is to make sure you wrap up all projects. Make sure that everything is in good shape - the goal is to ensure that any handover is as smooth as possible. It's also crucial to make sure you've contacted all clients or stakeholders to also let them know you'll be leaving, and who they should contact once you have left.



4

Do the exit interview

If your company does exit interviews, this will likely be a step you will need to take before leaving. The questions will be mainly around why you are leaving and your overall view of the company and role, but may include more specific questions around how well equipped you felt you were, and management at the company. Our advice during this process? Be honest, but remain diplomatic. There is nothing to be gained by throwing anyone under the bus. If you have major grievances that you feel you need to air, only do so by providing facts and specific examples - do not see it as an opportunity to vent!



5

Connect with colleagues

Before you leave, connect with any colleagues you want to (on LinkedIn, or through personal contact methods). Depending on the size of your company, you may want to send a message to your wider team, or whole company, with details of where you can be contacted. Down the line, it would be a good idea to ask close colleagues for recommendations on LinkedIn!