

# **Top Tips! Resigning with confidence**



HASSON ASSOCIATES

# Follow company procedures

**Adhere** to any company-specific **resignation procedures** outlined in your **employment contract** or **handbook**.

# Schedule a meeting

Request a **private meeting** with your manager to discuss your resignation. This shows **respect** and **professionalism**.

Have a **concise resignation letter ready, expressing gratitude, your decision to resign, and your intended last working day**. Keep it **positive** and **professional**.

Don't be afraid to **request flexibility** on the notice period. If you have **holiday allowance** remaining, this could help reduce the notice.

# Be clear and direct

Clearly **communicate** your **decision without unnecessary details**. Mention the **positive aspects** of your **experience** but **emphasise** your **decision** to move on.

Even if your experience wasn't entirely positive, focus on the **constructive aspects** in your resignation. **Leave on good terms for potential future references**.

# Discuss transition

Be prepared to **discuss how you can assist in the transition**, whether it's **training a replacement** or **documenting your responsibilities**.

# Thank your colleagues

Express **gratitude** to your colleagues and coworkers. Building **positive relationships** can be beneficial in the **long run**.

# Remember

The key is to handle the process with **professionalism** and **courtesy**, maintaining a **positive relationship** with your soon-to-be-former employer and colleagues.

**Good luck!**