

### Top Hint

You want to leave on a good note for the benefit of references and the potential of working with existing colleagues again in another organisation

### Giving and Working your Notice

Congratulations. You have been the one candidate of dozens, potentially hundreds who has been offered the job. You've accepted the offer and now comes the daunting task of informing your existing company and team you are leaving. Handled correctly, this shouldn't be daunting at all. After all, you've devoted time and commitment. You deserve your new job and most employers should be supportive, even if disappointed, of your departure. Here are some hints and tips that will make it easier for you

- ✓ Preparation. It's normal practice to write a letter of resignation. Keep this too the point. Its purpose is to alert your existing employer your intentions to leave. There is no need to write anything too detailed. Preferably you should hand this to your manager or boss by hand. Give them an opportunity to acknowledge the letter.
- ✓ Meeting. Once your letter is received, your employer is likely to want to sit down and discuss your reasons for leaving. Known as an exit interview this can sometimes be more formal with larger companies who are keen to improve working conditions for existing and future employees
- ✓ Counter offer. On occasions an employer may tempt you to stay with them in the form of a better package or promises of better working conditions. These can sometimes be very tempting but need to be considered very carefully. Never feel obligated to make a decision on the spot. Consider the reasons for their actions and why they were not offered to you while you were still working with them. 9 out of 10 candidates who accept the counter offer are usually back looking for a new job within 6 months of accepting
- ✓ Notice. Once your employer has accepted that you are moving on continue to work as hard, if not more, than you did previously. You want to leave on a good note for the benefit of references and the potential of working with existing colleagues again in another organisation. Cliché but very true. Don't burn your bridges!