

## Resigning

You have now been offered and have accepted the job. The next stage is to resign from your current employer. This is often made out to be a stressful scenario, but it doesn't have to be. Don't forget, a resignation meeting is a business meeting and should be planned carefully. Your Media Contacts consultant will again be at the end of the phone to support you at any point through the process but here are some things to do to help you on your way.

### Check your contract:

What is your notice period? In most cases this is one month, though with senior executives this can run up to 6 months. Are you owed any holiday? If you are, this can be taken during your notice period. If you are still on probation, it might be possible to cut short your notice period.

### Write a formal resignation letter:

The letter should contain the date, your name, your manager's name, your notice of termination of employment, when this will be effective from, details of your notice period and your signature.

### The meeting:

Prepare what you want to say. Don't forget, the essentials are in the letter. Legally, you are not obliged to say anything in your resignation meeting but you should intend to leave your current employers on a positive note. Therefore, be polite about your time at work, as you are sure to need a reference. Thank them for the opportunities they have given you and, if possible, mention something specific you will miss. Remember you do not have to go into detail as to why you are leaving. If you are counter-offered, consider if they really want you to stay and if it is in your best interests. Remember, it is cheaper for a company to offer a significant salary increase than it is to train a new member of staff.

### Exit Interview:

Some companies operate exit interviews out of policy. They offer an opportunity for constructive feedback to your employer. If asked, prepare your comments in advance and be specific. If you feel that your employer has done something wrong, give an example of how you experienced this and how you feel it could be done differently.

### Start Date:

You have now confirmed your leaving date with your current employer. You should now contact your Media Contacts consultant who will confirm your start date with your new company.