

## Leaving your job on a high

The whole idea of a job for life rarely exists anymore. Nowadays most people look to change jobs and even career paths a few times within their working life. Doing so is often the best way to excel yourself up a specific career ladder, and it can also lead to greater job satisfaction by providing you with greater challenges in your day-to-day working life.

However, to move on from one job to another one you have to;

- (a) Find a new job that entices you
- (b) Apply for the role
- (c) Successfully secure the role
- (d) Resign from your current job

Much is written about the first 3 steps in job acquisition, but little information is available to let individuals know how they should best approach handing in a job resignation.

Resigning from a job is often awkward, can be full of sadness on both the employee and the employer's part, and at times can cause a difficult working environment for you whilst a notice period is being negotiated and worked. The best way to approach handing in your notice is to do it as quickly as possible, and with as much dignity as possible. Below are some tips to help you make the process as pain-free for yourself as possible.

### **Be very, very sure that you are happy to do this.**

It's almost impossible to resign from your job, only to then change your mind. Well, let me rephrase that! It is of course possible for you to resign and then change your mind about the resignation, but the chances of your employer agreeing to give you your job back, or to giving it back to you on the same terms that you enjoyed before, are very slim. It can also damage your reputation and credibility to change your mind about resignation.

### **Give as much notice as possible.**

Whilst you might be thrilled by your new found job opportunity, chances are your employers won't be because it takes an awful lot of time and effort to replace an employee and to ensure that their workload is covered. Be respectful of this when you enter into negotiations about notice periods. If you have a notice period stated specified within your contract then be sure to abide by it. If not, give as much notice as possible; two weeks at the very least. Think about the impact your departure will have not only on your boss, but on your work colleagues as well.

### **Keep any negative comments you may have about your current company to yourself.**

It really isn't that good an idea to waltz into your boss' office, slap down a resignation letter, and tell them how good it feels to finally be releasing yourself from this hell hole. Nope...that really isn't going to go down that well, no matter how much you may feel like

acting in this way at times. Don't forget that you haven't finished at the company yet – there is that small matter of a notice period – and you don't want to end up sacked before you've had a chance to formally resign from the company. Your boss will also remain important to you – you'll no doubt need him / her for references for at least your next 2 jobs. And if you are sticking to a career within the same industry as your current role, just remember that managers talk...and the world is small when it comes to employment! If you can't face a face-to-face meeting with your boss, then send them a polite and formal resignation letter and leave it at that.