

Kimmel & Associates

RESIGNATION GUIDE

TIPS FOR CANDIDATES

*We are dedicated to providing guidance
and support at every stage of the process.*



KIMMEL.COM



Resignation Guide

TIPS FOR CANDIDATES

Resignation is a **ONE WAY** Process

As the saying goes, "breaking up is hard to do." This is true in all kinds of relationships, including business. Ending a relationship is a stressful and painful process - but unfortunately, it's often a necessary step in order to improve one's life. Sometimes, candidates change jobs due to major compatibility issues with their current organizations.

However, just as often, candidates are happy in their current roles but have found an opportunity to grow their careers in new and exciting ways with another company. In those cases, resignations can be especially difficult because the candidate must leave behind a team they respect and a job they enjoy.

But it's important to remember one thing despite the challenges that may come along with submitting a resignation: **resigning from a job is a one-way process, not a negotiation.**



Start Prepping Early

As soon as a candidate picks up a phone call from a recruiter or submits a resume to a hiring manager, they should be thinking about how they would resign.

Throughout the process of exploring new opportunities, employees need to mentally prepare themselves for the hard conversations to come. That way, when the time comes to say goodbye to their current company, they will have had weeks or even months to get ready, both emotionally and practically speaking.

Be Ready for What Ifs

When it is time to submit a resignation, candidates should be prepared to face some **"what if"** questions from their supervisors. Managers who are determined to hang on to top talent might ask, "What if we offer more money? What if we give you more responsibility?"

These are attempts to compete with the new offer and convince the employee to stay in their current roles. But the truth is, these **counteroffers are never a good idea**. By this stage, the candidate has committed to a new job with a new company. They have gone over all the details with their family and have decided that the new job is the best choice for everyone, so they should keep their word and stand firm in their commitment to their new role.

Furthermore, any ongoing issues that did exist with their current company won't go away with an increase in salary; money is rarely the primary reason an employee changes jobs.

Show Appreciation - But Be Firm

When leaving a job, there is no need to burn a bridge or damage relationships.

Employees should show gratitude and appreciation for their years with the company, but they should also be firm and confident in their commitment to leave. If appropriate, offer to help find and train a replacement, and make sure to tie up as many loose ends as possible so the team can move forward smoothly.



Put It In Writing

Resignations should always be written down, detailing the effective end date of employment and expressing that the decision is final.



Resignation Letter Samples

Below are examples of resignation letters that are both clear and respectful.

Dear _____,

I have worked at _____ since _____ and have enjoyed my work, the personal relationships, and the opportunity to be employed here.

After much thought and consideration, I have decided to pursue a new direction for my career. I have accepted a position and am committed to a start date of _____. Please accept this letter as my resignation, effective _____.

My family and I are very enthusiastic about my prospects and I have made a firm commitment to the new position. Therefore, I am not open to any type of counteroffer or reconsideration.

I will work with my replacement in every way possible to ensure that my work is covered effectively during the transition period.

Thank you for the opportunity to have worked with _____. I wish you the best in all your future endeavors.

Sincerely,

Dear _____,

I have been employed with _____ since _____, and I appreciate the challenges and growth I have found here. I have given my future career path a great deal of thought and have decided the time has come for me to tender my resignation. This has not been an easy decision, as I have enjoyed my career with _____.

I would like to request that this transition be made as smoothly as possible. I have accepted a position with _____ and have committed to the start date of _____. My decision is final, and I am not open to reconsideration and would not accept any counteroffer if tendered; therefore, I would appreciate if that kind of pressure could be avoided.

I am more than willing to assist you in finding a replacement for my position and will make myself available in the future to answer any questions that may arise.

Thank you very much for your understanding and cooperation.

Sincerely,

6 Resignation Do's and Don'ts



Do's

Do: Communicate Any Concerns or Changes As Soon As They Come Up

Do: Work to Preserve Positive Relationships

Do: Remember Your "Why"



Don'ts

Don't: Wait to Start Thinking About the Resignation Until Late in the Process

Don't: Let Your Emotions Get the Best of You

Don't: Get Distracted by Counteroffers

[Read More](#)

ADDITIONAL RESOURCES

INTERVIEW PREP

[How to Answer 5 Tricky Interview Questions](#)

[How to Prepare for a Multi-Interview Hiring Process](#)

[11 Questions Candidates Should Be Asking During Job Interviews](#)



COUNTEROFFERS

[Offering and Accepting Counteroffers: It's a Mistake!](#)

[4 Reasons Not to Accept a Counteroffer](#)

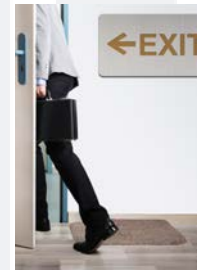
[Accepting a Counteroffer Affects Your Job](#)



RESIGNATION

[6 Resignation Do's and Don'ts](#)

[Resignation is a One-Way Process](#)



ONBOARDING

[Onboarding Do's and Don'ts for Employees: How to Successfully Transition to a New Company](#)

[3 Reasons Maintaining Integrity During the Hiring Process is a Must](#)



CAREER SUCCESS

[How to Take Control of Your Career Trajectory](#)

[A Guide to Professional Networking: How & Why to Make it a Priority](#)

[Don't Let Others' Reviews and Opinions Determine Your Career Choices](#)

