

Resignation Guide

A guide to navigating the process of transition with your employer

Detail2Recruitment

Your route to the right people™

Founded in 2002, Detail2Recruitment is a national recruitment partner with 20 years of experience. We focus on connecting talent with leading employers across a number of key industries and disciplines including; Manufacturing, Engineering, Supply Chain, Logistics, Commercial and Hospitality.

Our Values

D

DEVELOPMENT

We support and invest in our people to ensure they realise their potential.

E

ENERGY

We are energetic and enthusiastic about who we are and what we do.

T

TEAMWORK

We are one team working together to always achieve greater results.

A

ADAPTABILITY

We adapt to different situations and always strive to embrace positive change.

I

IMPACT

We understand the impact our work has on our client's organisations and the careers of our candidates.

L

LEADERSHIP

We lead by example and are empowered to ensure the best outcome for our clients and candidates.

“

Going the extra mile for our clients and candidates, constantly innovating and collaborating to make a positive difference to their organisations and careers.

”

Rely On Our Services



Expert Headhunters



Established Candidate Networks



In-house Psychometric Testing



UK, Nationwide



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Your Reasons

Resignations are an unavoidable consequence of moving jobs, and as uncomfortable as they might feel, there is a professional way of going about your decision and transforming it into a positive experience between you and your employer.

Most common reasons why people decide to move jobs:



Relationships

Issues with communication between you and your manager, you may feel undervalued or not working towards the same goals.



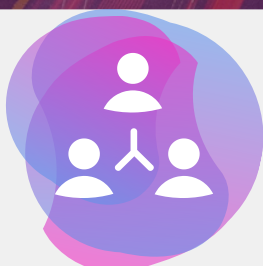
Content

The workload is off balance and you feel overwhelmed or there is a lack of challenging work and you do not feel fulfilled in your role.



Culture

The company's beliefs and culture don't align with your own and it does not provide a healthy working environment for your needs.



Opportunities

A lack of career progression can leave you feeling stuck in a 'dead end' job with no opportunity to fulfil your ambitions.

Emotions

From uncertainty and fear to anticipation and relief, the decision to leave a familiar work environment can be emotionally challenging. However, it's important to push through these feelings and make decisions based on long-term goals and personal fulfillment.

To navigate this process, it can be helpful to reflect on your reasons for considering resignation and envision the possibilities that lie ahead. Seek support from trusted friends, family, or mentors who can provide guidance and perspective. Embrace self-care practices such as mindfulness, exercise, and journaling to manage stress and stay focused. Remember that change often brings growth, and by acknowledging and processing these emotions, you can empower yourself to make a confident and positive career move.

What's Next?

1. **Confirm the new role:** Ensure that you have received and accepted a formal offer for your new position. Review the terms and conditions of employment, including start date, salary, benefits, etc.
2. **Determine your notice period:** Check your current contract or policy to determine the required notice period. This will vary depending on your position and length of service.
3. **Draft your resignation letter:** Take the time to write a resignation letter that is professional, and respectful. State your intention, mention your notice period, and express gratitude for the opportunities.
4. **Schedule a meeting with your manager:** Request a meeting with your immediate supervisor or manager to discuss your resignation in person.
5. **Deliver your resignation letter:** During the meeting, hand in your resignation letter to your manager. Be prepared for various reactions, such as surprise or disappointment. Remain composed and professional, emphasizing your commitment to a smooth transition.
6. **Discuss transition plans:** Use this meeting as an opportunity to discuss transition plans and how you can best support the team during your notice period.

It's important to maintain professionalism and positive relationships throughout the resignation process, as it can impact your reputation and future career prospects.



Resignation Meeting

Plan Ahead

- › Plan in advance how you would like the meeting to go
- › Make a draft of the points you would like to communicate
- › Remind yourself of the reasons for your decision
- › Be firm with your decision
- › Remember the purpose of the meeting throughout
- › Be informative to your Line Manager about your decision

Approach

- › Approach your Line Manager for a meeting when they are free
- › If this is a remote situation, schedule a meeting with them
- › Your Line Manager may be surprised by your news
- › Their initial reaction is likely to be an emotional one and they might respond in a very matter-of-fact way until the news sinks in
- › Be sure to communicate your personal reasons for this decision

Meeting

- › You are not obliged to explain your reasons in too much detail
- › You don't have to disclose the company you are moving to
- › Remaining calm and professional during the conversation will often provide the best outcome
- › Keep front of mind that the purpose of the meeting is to inform the Line Manager of your decision to resign
- › It may be best to include that the decision hasn't been easy
- › Make sure to confirm your leaving date and assure that you will carry out your responsibilities during this notice period

Template

[Your name]

[Address line 1]

[Address line 2]

[Town]

[County]

[Postcode]

[day] [month] [year]

Dear [Line Manager's name],

I am writing to inform you of my formal resignation from my position as [position title] at [company name].

Although this has been a difficult decision to make, I have been offered a job opportunity that I have decided to take that I believe will be appropriate for my career development at this time. I hope you will understand the reasons for my decision.

In accordance with my employment contract, I am giving [time period] notice. As agreed, my last day of work will be [date agreed during the meeting].

I want to sincerely thank you for the opportunities you have provided me, developing both my professional and personal skills. I've enjoyed my time with the company under your guidance, I want to personally thank you for your support throughout.

Please let me know what I can do to assist with my transfer of responsibilities during my notice period.

Kind regards,

[Signature]

[Print name]

Notice Period

During the notice period after resigning from a job, you may encounter a variety of challenges. Here are some potential hurdles you might face:

Persuasion to reconsider

Your line manager or senior manager may attempt to change your mind about resigning. They might highlight potential career growth opportunities, offer salary increases, or promise changes to your current role. Be prepared for these attempts and stick to your decision, remembering your reasons for resigning in the first place.



Increased workload or pressure

Some organisations may increase your workload or assign additional responsibilities during your notice period. This can be a tactic to discourage you from leaving or to maximize your output before you depart. Communicate with your manager about workload expectations and prioritise tasks to ensure a smooth transition.

Reduced involvement in decision-making

As you approach your departure, you may find that your input or involvement in important decisions decreases. This can be a result of colleagues or management planning for your absence. Stay engaged and offer your assistance when needed, but also understand the shifting priorities as you transition out of the role.

Dealing with uncertainty

Resigning from a job often means stepping into the unknown. It's normal to feel uncertain about the future, especially if you haven't secured a new position yet. Stay focused on your job search and utilize your network for potential opportunities. Use the notice period to update your resume, sharpen your skills, and explore potential career paths.

Counter Offer

Why This is Not the Best Option

Your employer may try to convince you to stay at the company. This speaks volumes to their mindset, they aren't appreciating your reasons for leaving or respecting your decision. We recommend that it is in your best interest to stay true to your decision.

Your salary could be assumed as a reason for accepting another opportunity and this is likely to become the focus of your counter offer to entice you to stay.

Your standing with the company is likely to change and your resignation can be perceived as showing disloyalty. This may alter the trust dynamic between you and your colleagues.

Your trustworthiness may be brought into question so you will likely be at the top of the list if the company faces a restructure or cutbacks in the future.

If you decide to accept the counter offer, it is often the case that employees leave soon after. Around **80%** of people who accept counter offers have left the company within 12 months.

If emotional leverage tactics are used and you are finding it hard to leave your team behind, remember you are entitled to maintain these alliances beyond your current role and this shouldn't hold you back.

While more money is always a motivator it should not be one of the top 3 reasons to move jobs. The fundamental reasons for your decision aren't going to change overnight and will become an issue again.

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