

This Free E-Book is brought to you by Natural-Aging.com.

100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!

10 Tips To Resign Your Job With Professionalism And Pride

By Cathy Goodwin

Congratulations! You just got an offer for a wonderful new job. There's just one catch. You have to say good-bye to your current employer.

Maybe you loved your job and you face an emotional farewell. Or you maybe you hated every minute and you've been counting the days till you could walk out the door one last time.

Clients often admit they're nervous about making the departure announcement. They're afraid the boss will be angry. They feel guilty about the work they're leaving behind. Maybe someone else has to take up the slack for awhile.

But clients also wonder how to resign gracefully yet still protect their own longer-term career interests. They suspect their departure style will influence their careers for a long time,

They're right.

Here are some guidelines to move to your next position with grace and style.

1. Give the correct amount of notice required by your company's written policy.

Every so often my clients feel sorry for their former colleagues. So they stick around an extra week (or even an extra month). Inevitably, they begin to feel like a fifth wheel. Nearly everyone says, "Next time I'm leaving right away!"

2. After you leave, do not accept any job-related calls from your company unless you have a written consulting contract.

Your boss required two weeks notice - but belatedly realized she needs four weeks for a smooth transition to your successor.

10 Tips To Resign Your Job With Professionalism And Pride

Your boss made a business decision to require two weeks notice. When she miscalculates, she needs to accept the cost, just as she'd accept the cost of late payments to a supplier.

If your company needs additional help, offer to work as a paid consultant with a contract. But get everything in writing and make sure your new job becomes your Number One priority.

3. Study your current and future company policies regarding disclosures and no-compete agreements.

Some companies are extremely proprietary about their process and their people. Once you resign, you may have to leave the workplace immediately. Or your new company may ask you not to work for your former employer, even on a part-time basis.

4. Resign to your boss in person, if at all possible.

Phone is second best. And tell the boss before you tell anyone else - even your best friend or golfing buddy.

5. Expect your boss to be professional.

Clients often fear the boss's reaction. However, bosses rarely are caught by surprise. Good bosses are happy to see their employees move ahead. Thank her for the opportunity to learn, which has led to your newest and most wonderful career move.

6. Thank your boss and your coworkers, even if you hate them all and can't wait to leave.

You may regard them more fondly through a haze of memories than a glare of office lighting. You may encounter them at conventions and networking groups. And most likely you will benefit from strong references and goodwill.

7. Decline a counter-offer.

Recruiters consistently tell me, "Sixty percent of those who accept a counter-offer are gone in six months." If you decide to stay, get a written job contract.

Exception: A few companies and industries actually demand proof of an outside offer before offering you any kind of internal raise or reward. College professors often work in this environment.

8. Treat the exit interview as a business formality, not a therapy session.

When a Human Resource professional asks why you are leaving, be upbeat and positive: "for a better opportunity." Talk about how much you loved the company and your job. You never know where your comments will turn up, mangled and misinterpreted.

9. Resist entreaties to share the details of your future position with anyone.

10 Tips To Resign Your Job With Professionalism And Pride

Occasionally a colleague will try to assess your salary or other information "so we can stay competitive in recruiting." Helping your company recruit is not part of your job and anyway, do you really believe this?

Details of your future employment should remain confidential, even from your close friends in the company.

10. Focus on your new opportunity - not your past experience.

Once you're gone, you're history. The very same folks who loved meeting you for lunch will barely remember your name a week later.

And, if you haven't changed jobs for awhile you may be in for a shock. Your first day in a new position can be a real eye-opener!

Cathy Goodwin, Ph.D., works with corporate executives, business-owners and professionals who want

to transform career breakdowns to career breakthroughs. Cathy has created the 21-Day Extreme Career Makeover

<http://www.cathygoodwin.com/21days.html>

Download Write Your Own Career

Change Success Story

<http://www.cathygoodwin.com/subscribe.html>

Proper Technique for Quitting a Job

By William Nichols

After months of looking you've finally found the job of your dreams. The new company loves you and wants you to start work as soon as possible. The only problem is how to quit the job you have? Though you may have fantasized about telling your present boss to take this job and, well, you know how the song goes, there is a right way and a wrong way to quit a job—and just up and quitting in a bout of anger is definitely the wrong way.

The right method of quitting a job means formally resigning from your position. And even when you're excited about leaving and perhaps even desperately want to leave, it can still be hard to actually resign. But it must be done—and the sooner the better. You should resign immediately when you've accepted a position with another company. This is particularly important if you're going to work for a competitor because some companies have policies where this could cause what they consider a

10 Tips To Resign Your Job With Professionalism And Pride

conflict of interest and they will want you to leave immediately after you've given them your notice.

When resigning from a position, you will want to give your employer a written letter of resignation. This letter does not have to be long or detailed, but should include the following:

- Salutation to specific manager of the department you're leaving or Human Resources manager
- Date of tendering your resignation
- Date you'll be exiting your position
- Brief explanation (i.e., I'm leaving to take a position that will offer more opportunity for advancement, to be a full-time mother, etc.)

Again, when writing your letter of resignation, there's no need for in-depth details or to give the name of the company you'll be going to work for. Also, don't give into the temptation to use your resignation letter to vent your anger and/or frustration. This could cause you career difficulties down the road. Make your resignation letter short and to the point, and keep it as positive as possible.

If you've had a good experience with your company and managers, don't be surprised if you receive a counter-offer. But you'd be wise not to take one. Staying with an employer that you've already made plans to leave rarely works out well. In fact, in most cases people end up leaving within a year after taking a counter-offer.

Emotions run high when you quit a job, even a job you dislike, and it's always easier to stay with the devil you know rather than take a risk on the one you don't know. Still, whatever reasons you had for seeking employment elsewhere will not go away if you decide to stay, so make your decision to leave and don't give into pressure to stay, well-intentioned as it may be. The last thing you want to do is to have to endure resigning all over again!

LaJobHunter is an Los Angeles area job search engine. Specializing in providing job listings and resume. Our writers contribute original content to help you in your career search.

<http://www.lajobhunter.com/lajh/>

.



This Free E-Book has been brought to you by Natural-Aging.com.

[100% Effective Natural Hormone Treatment](#)
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!