

# 6 steps to resigning gracefully

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So, you've decided to move onwards and upwards from your current job, accompanied by the fantasy of finally venting your frustrations to your boss or colleagues. And while that may be cathartic for your soul, it is important to rather wrap up your current position in a professional manner.



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Remain professional so that you don't burn any bridges. Remember, you will need a reference letter from your current company and could land up working together with your boss at another company down the line.

## Here are 6 strategic steps to gracefully quitting your job:

### 1. Facts to consider before resigning

Think it through carefully before making the decision to leave. Discuss the pros and cons of resigning with a trusted family member or friend.

Pace yourself. While you may want to resign and leave within 24-hours, keep in mind that you need to work in the notice period of your contract.

### 2. Logic over emotions

Whatever your reason for leaving - going to a better job, going back to studying, having a baby or because you're feeling harassed or due to a constructive dismissal, it is important to follow through on resignation protocols to protect yourself legally and maintain as good relations as possible.

Never resign in anger, rather take a couple of days to get your thinking straight, to avoid doing or saying anything that you may regret later.

This is the time to manage your emotions. No matter what the situation, don't insult the company. It will only reflect badly on you.

### **3. Be professional**

Avoid complications. Good practice is meet with your direct line manager so that they are informed in advance and not caught off guard about the news.

You also need to start making sure that your work is up to date in order to facilitate a smooth handover.

### **4. Your resignation letter**

Make this polite and succinct. Don't give a reason for leaving but thank the company for the opportunity to work there and the growth opportunity that was presented to you. Additionally, you need to include the following:

- The current date
- Address it to the relevant person
- State last date at work
- Your signature

### **5. Navigating the exit interview**

While you may be tempted to do otherwise, be level-headed and avoid insulting the company. Give a reason that is valid, such as you've been presented with another offer. Other than that, you don't need to explain yourself. If you do want to share anything about the company, make sure it is constructive without pointing fingers at anyone in particular.

Phrase it in such a way that you bring the point across in a professional manner that can never come back to haunt you. Be honest as you can without compromising yourself in any way.

### **6. Navigating the counter-offer**

While you may want to consider the counter-offer, if it is made, you also need to do some soul searching about why you are leaving. Is it because you are not being valued or that your skillset isn't growing or any number of other reasons? Keep in mind that although this may change for a while if you decide to stay on, your reasons for wanting to leave will most likely rear up again.

Know that it may be tempting to stay. As humans, it can be challenging to move out of the comfort zone of the familiar territory of our current employer.

Reframe your fears. See leaving as being given a blank canvass on which you can paint your dreams and explore new opportunities. Complacency never works out. It's time to go where you're valued and celebrated.

## ABOUT THE AUTHOR

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