



jobs@bluechiprecruiting.ca

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## A few tips on resigning:

- **Do** write a letter and hand it to your boss such as:

Dear John,

I am writing to you today to officially tender my resignation from (company) effective (date).

I never thought I would ever leave such a great company as (Company), but when the opportunity arose to (can name new job here), which as you know has always been a lifelong dream for me, I simply had to take advantage of it.

I cannot say enough wonderful things about (company), about all the people I've encountered in my years of service with the company, and especially about you and all the others on the sales team. Your leadership has taken us all to new levels, and I have appreciated all your personal and professional advice over the years. It's my hope that we will stay in touch as I begin this new chapter in my life.

If you have any questions, please ask. Thanks again for everything.  
Sincerely,

Or

Dear John,

It's with somewhat of a heavy heart that I am submitting my written notice of resignation from (company) effective two weeks from today. My last day will be (date).

The past few weeks have been a difficult time for me as I deliberated the direction of my career and whether it would be best served staying with (company) or moving to a new position with a new employer. I will be happy to answer any questions you may have, but I am not comfortable discussing my new position at this time.

I will be happy to help train my replacement -- or do anything else you feel will help make the transition smoother.

Thanks so much John. My experience at (company) has been rewarding and productive, and I wish only the best for you -- and for the company.

- **Don't** get caught off-guard, so **do** prepare to resign by removing all personal items and files from your office and computer for those instances when your employer will ask you to leave as soon as you tender your resignation.



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- **Do** make the transition as easy and as smooth as possible. And **do** offer to help find and/or train your replacement. But **don't** make promises you can't -- or won't -- keep.
- **Don't** make any statements or express any opinions that you may later regret. Remember that old adage: if you have nothing good to say, say nothing at all.
- **Do** be sure and give proper notice to your current employer. Two weeks is the usual amount of time.
- **Don't** burn any bridges. **Do** leave on good terms with your co-workers and supervisors.
- **Do** the exit interview with your current employer, if required. But **don't** say anything negative about your supervisor or co-workers during the interview -- no matter how tempted you are.
- **Don't** disappear during your last weeks on the job. **Do** stay a productive member of the team.
- **Do** make sure you receive all your stored up compensation and benefits, including bonus checks and unused vacation time, personal days, etc.
- **Don't** consider a counteroffer unless you are sure it's a better deal for you; studies show a high percentage of workers still leave the employer within a year of accepting a counteroffer, some being forced out.
- **Do** make a plan to keep in touch with key coworkers, friends, and mentors. Keep your network strong.
- **Don't** feel guilty about leaving. It may be hard to leave, but focus on the fact that you are leaving to accept a great career opportunity. And **don't** brag about that great opportunity.
- **Do** your best to wrap up all your major assignments. And **do** leave a detailed progress report for your supervisor and/or successor.
- **Do** be prepared for some employers to overreact to your resignation; some employers immediately dismiss employees who resign.
- **Don't** feel as though you need to tell your current employer any reason for leaving your job, but **do** be polite in thanking the employer for the opportunity to work there.
- **Do** submit your letter of resignation to your immediate supervisor, with a copy to the human resources department.