

Can I pop in to speak with you for a couple of minutes?

Don't resign. Whatever you do, do not resign from your job. Unless you are absolutely sure you will not accept a counter offer. Make your decision absolute and have the discipline to stick with it.

MANAGING YOUR RESIGNATION

The reason you wanted a new job will not go away, your role will simply be the same the following day.

If you are offered more money, ask yourself, why did it take your resignation before they offered it? If there is a sudden interest in your personal development, is it driven by the fact that someone new will have to be hired and changed? If you are enjoying the feel good from all the new found attention today, what was it like yesterday.

Recruiter's see this happen all the time. A candidate accepts a counter offer and only to be back on the job market in three to six months. The working relationship deteriorates as the employer resents having to make a counter offer and the trust is never quite regained. The employee is left out of key meetings and colleagues get upset about the companies effort to keep the employee. Often, it ends up in the employee having to change to an inferior job and a career pothole results. All because of the counter offer. So make your decision firm and no matter what the circumstances, resign on your terms but with respect and dignity.

Before you resign, get your job offer confirmed in writing and review your contract for notice period. Seek a meeting with your manager and resign in

person. Make sure colleagues do not find out until this is done. Hand your notice in, in writing at the meeting confirming the date of your exit in accordance with your contract. Give a courteous and professional set of reasons for your move. It is appropriate to confirm this in the written notice, as well as to thank your manager for all you have learned while at the company.

Offer to work with your manager to ensure all loose ends are tidied up and they are not left with too difficult a transition. Aside from this being good professional practice, it will also influence the tone of any future reference. You may want to keep your manager and colleagues in your professional network. Put in a productive notice period and co-operate with the training of your successor. Make sure there are written guidelines to any complex or unique processes.

It is critical not to burn any bridges when you resign or undo the good you created during your time with your employer. You never know when your paths might cross again, so make a firm decision, respect the process and leave with grace and professionalism.