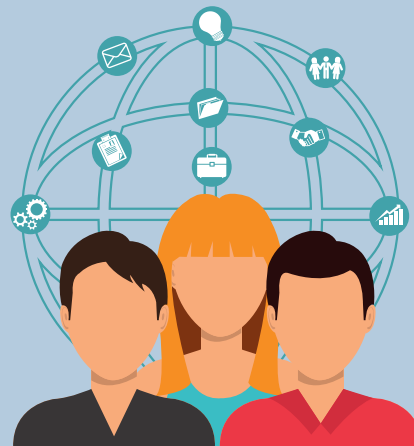


# HOW TO START THE RESIGNATION PROCESS

## 1 Organise a meeting

During the meeting, be clear and firm on your reasons for leaving. You should speak positively about your experience and gracious for the opportunity they have provided you. Your resignation should then be confirmed in the form of a letter to you employer.



## 2 Agree notice period



Agree a notice period that will work for both parties. Don't be hesitant to negotiate this as employers would rather have a fully committed employee giving 100% in their notice period. Although remember, you may have to work your full notice as agreed in your contract.

## 3 Don't always rush & accept a counter offer

In many cases, you may be presented with a counter offer. At this moment it's important to remember your reasons for looking for a new role in the first instance. You don't have to agree anything there and then, so ask for suitable time to decide. For many, the counter offer is too late as they are not moving solely for financial gain but rather increased opportunities, promotion or additional responsibility or change in environment.