

# RESIGNING

---

COLLEGE OF CHARLESTON CAREER CENTER | CAREERCENTER@COFC.EDU

Resigning from a job is difficult, even if you dislike your job. Although it isn't easy, resigning in an appropriate manner can help promote a healthy departure. The first step to a healthy resignation is first assessing why you are resigning. Develop a pros and cons for both leaving as well as staying, and consider reviewing this with a mentor.

Ask yourself:

- Is this a spur of the moment decision or is this something that you have been considering for a while?
- Do you already have an alternative plan?
- Did you commit to working during a certain time frame or did you sign a contract that would penalize you for leaving before the end of the term?

If you decide to continue with your resignation after evaluating your situation, the next step would be to write a resignation letter. In this letter, address that you intend to resign, list the last day you intend to work, and express appreciation for your time with the organization. When determining your last day of work, ensure that the date is at least two weeks after the time that your employer receives your resignation letter, as it is standard to provide at least two weeks' notice unless otherwise indicated by your employer.

It is essential to schedule an in-person meeting to notify your supervisor that you are resigning. During this meeting, positively inform your supervisor of your decision by expressing appreciation for this opportunity. Be prepared to provide a reason why you are leaving. If you disliked your position or the organization, avoid discussing what you were unhappy with and focus instead on opportunities ahead that will promote your professional growth. It is best to approach this conversation in a way that allows you to maintain relationships with your company, as these connections may serve as references for you in the future or they may be contacted throughout future application processes. Offer to assist with any needed processes as you transition out of the office. At the end of this meeting, provide your resignation letter to your supervisor.

Speaking with your supervisor in person demonstrates respect and allows you both to have clear communication. Following the conversation with your resignation letter ensures that the details of your resignation are in writing and confirms your end date.

As you complete your final two weeks, continue to work with dignity. Although it may be tempting to lose motivation, continue to do your job well and wrap up any loose ends with projects, assignments, or communications. Gather any materials or personal files that you need moving forward, and prepare to return any company equipment, such as laptops, keys, clothing, etc.

You will likely be required to participate in an exit interview in which you will meet with a company representative, likely in Human Resources, to discuss why you are leaving and your experience with the company. In this interview, provide information about what you enjoyed about the company as well as constructive feedback. Remain professional and do not complain or vent during this time. Rather, presenting your insight in a constructive way could help improve working conditions for current and future employees.

### **RESIGNATION LETTER OUTLINE**

Dear \_\_\_\_\_,

Politely notify the employer that you are resigning. Write out the date that this would take effect. Typically this should be at least two weeks out.

Express your appreciation for this opportunity and the things that you learned in this position. Even if you did not enjoy this position, address the aspects that you did appreciate.

Offer your assistance with the transition as they seek to fill your position.

Sincerely,

\_\_\_\_\_