



Giving Notice

Sometimes leaving a company and job that you have invested in is really tough. Here are some recommended tips to make it easier to leave in good standing:

- 1) Put your notice in writing using simple language documenting your resignation and thanking your company for 10 great years, believing in me...etc. This puts a friendlier feel to the actual resignation and seeing it on paper makes it "real" for the recipient. Don't elaborate too much.
- 2) Don't share details of your new offer, even if you feel guilty about giving notice. Your new offer is your personal business.
- 3) Chances are that you are going to be asked why would you ever leave us? It is not recommended to go into a lot of detail here. Any reason you have should be communicated in terms of what you are moving toward versus what you are leaving behind.
- 4) Don't belabor the point. You should try to gracefully end the conversation. There is a good chance that the conversation could get emotional because the manager is going to take it personally or will try to appeal to your sense of loyalty to get you to stay. Be firm...you made your decision. Feel free to get out of there if you are uncomfortable with the conversation. Go back to your desk and continue your work.
- 5) Be nice on the way out...don't burn bridges. This sounds obvious, but you would be surprised at how grateful a company will be when you have outlined a plan to transition your work or train your replacement. Also, you are not required to do an exit interview. It's your choice either way, but if the idea of doing one gives you feeling there could be any hostility, don't do it. The data collected during exit interviews is often used for positive change in an organization. If you do one, try to keep it positive
- 6) Meet with HR to understand any agreements you have signed (non-disclosure agreements, for example), how to transition your 401K, whether you will get a pay-out for your unused vacation time, etc.