

Make Your Resignation Quick and Painless

Resignation Goals

You burn a bridge when you imply you are receptive to a counter offer. You send the manager up the food chain trying to "get creative" in an attempt to keep you. When you finally say no, they have egg on their face. You come across ungrateful. This can be perceived as "Game Playing".

1. Inform your manager you are leaving
2. Share a transition plan (not to burn a bridge)

What to Say

AND

What not to Say

Use strong language:

- *"I am resigning because I have accepted another position."*
- *"I am giving you 2 weeks' notice."*

Language to avoid:

- *"I am thinking about leaving."*
- *"I have another offer."*

Remember, this is not an exit interview and there is no reason to discuss:

- Why you are leaving
- Where you are going

Control the

Conversation

The dynamic of your relationship with your manager changes the instant you resign. Up until that point, you are the subordinate and your manager controls all your conversations. The instant you resign, you become peers. In most instances, the manager spends the rest of the conversation trying to regain control. Look for him/her to insist on discussing why you are leaving and where you are going. **Don't forget, you are peers now...you can discuss or not discuss whatever you want.**

- Keep the conversation professional and focus on your TRANSITION PLAN.
- Remember, this is NOT an exit interview.
- When your manager asks you why you are leaving, it's because you have a new position that is a better opportunity for you and your family. (Not because of whatever is lacking in the current position).
- Be gracious and calm.
- Refuse to allow this meeting to become emotional.