

I am looking for a new position and I anticipate leaving my current employment. Could you advise me on how to properly resign from my position?

Below is some basic information that may help you...

- ⊃ Do not resign from your current position until you have a firm job offer. It is not easy to take back a resignation.
- ⊃ Give the appropriate notice. A two-week notice is standard; however, there may be other circumstances to consider. If your current job has significant job duties, you may want to consider giving a longer notice if possible. However, you do not want to jeopardize your new job offer by providing a longer notice to your present employer.
- ⊃ Offer to assist your present employer. You may be able to help find your replacement or train a new employee.
- ⊃ Never criticize the company you are leaving. Simply continue to do your work until your time is up.
- ⊃ Be prepared to effectively answer questions from your current employer. This includes “Why are you leaving?”, “Can you give us a little longer to find a replacement?”, and “Would you consider staying if we offered you more money/better benefits/more time off?” Plan your answers so that you are not caught off-guard.

Below is a simple sample of a resignation letter:

Dear Mr. Jones,

I, Suzy Smith, hereby resign from my position as a teller from ABC Bank. My last day will be August 24, 2007.

I thank you for the opportunity to work for your company for the last five years and I wish you and the ABC Bank continued success. Please let me know if there is anything I can do to assist in a smooth transition.

Sincerely,

*Suzy Smith*

Suzy Smith