

## RESIGNATIONS / HANDING IN YOUR NOTICE & COUNTER OFFERS

### Resignation Checklist / Handing Your Notice In

Well, the day has finally arrived, and you are feeling nervous yet excited about your new position, here are some tips to help the deed go more smoothly:

#### The Top Ten Tips to a Hassle-Free Resignation

-  Prepare your letter – short and sweet is best.
-  Do it as soon as possible – do not delay.
-  Ask for time alone with your boss (let them be the first to know). ☑ Be professional but give constructive criticism.
-  Leave on good terms.
-  Remember your reasons for leaving.
-  Maintain interest in your role until your notice ends.
-  Be discreet.
-  Relax.
-  Celebrate your new job!

Our commitment to finding you a new career does not just end the day you accept your new post, we are still available to talk to in confidence if you are having any doubts or need any advice whatsoever throughout the course of your resignation and we encourage all candidates to keep in contact with us throughout this period.

#### Your First Day

It is your first day and you are nervous but hopefully excited too, here are some tips to help your first day to run smoothly:

-  Arrive early.
-  Look smart and business-like.
-  Show enthusiasm.
-  Be friendly to everyone you encounter.
-  Demonstrate knowledge about your new employer.
-  Listen, learn and ask lots of questions.
-  Be organised and write things down

Finally, call your Recruitment Consultant at the end of your first day to let them know how it went. We love to hear from our candidates to hear how things are going and to wish them well, it's one of the perks of our job!

## RESIGNATIONS / HANDING IN YOUR NOTICE & COUNTER OFFERS

### Handling Counter Offers

A counter-offer is an offer from your current employer to rival the one you have received from your future employer, to convince you to stay. Counter-offers can take many forms: a straight increase in salary, additional company benefits, a sought-after promotion or new job title, additional responsibility, a change in role, more involvement in projects that interest you - or any combination of these.

### Reasons to keep you

Counter-offers can be confusing. Leaving a job, especially if you have been there for some time, is difficult. Being put under pressure to stay, and having your reasons for leaving challenged or undermined, does not make the process any easier.

As enticing as counter offers may appear to be, it is important to keep a clear head, take a step back and consider the options available.

Reasons why an employer might want you to stay include:

-  Replacing an employee can be expensive.
-  It might mess up their budget to re-recruit that time of year.
-  They may not have time to re-recruit right now.
-  They want to have you cover while they hunt for your replacement.
-  They want you to finish the project you are working on.
-  They don't have the time to train someone new at the moment.
-  Losing staff might reflect badly on your employer.

### Should I stay, or should I go?

There is rarely a good reason to accept a counter-offer and stay where you are. You wanted to move, you've been through the recruitment process, you've been successful, and you have scored a job that meets your criteria.

### Think about these factors:

-  From the day of your resignation, your loyalty will always be in question.
-  This lack of loyalty is likely to be an obstacle to future promotions.
-  Your colleagues will look at you differently - after all, you do not really want to be there, do you?
-  Your boss will probably start casting around for your replacement immediately - whether you stay or not.
-  Why are they offering you what you deserve now, rather than before your resignation?
-  Has the real reason you resigned been adequately addressed?
-  How guilty do you really feel? After all, should you not be putting yourself first? Would the company think twice about getting shot of you if the chips were down?

**RESIGNATIONS / HANDING IN YOUR NOTICE & COUNTER OFFERS**

**Rocky ride**

Do not let an unexpected counter offer stop you in your tracks.

Take it in your stride, thank your employer for the opportunity and reaffirm your intention to leave.

Stand your ground.

However, should you decide to accept the counter-offer and stay with your current employer, be aware that your resignation may not have been forgotten.

You are going to have to work extremely hard to win back your employer's trust. You might have to strive harder than your colleagues to prove your loyalty and worthiness as a long-term prospect. Your new post-resignation life with your old company is not going to be easy.

**If in doubt, then talk to us.**