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WHITE PAPER

When to Resign and Best Exit Practices



> **When to Resign** and Best Exit Practices

Quitting a job can be an emotional experience, especially if it's a role you've had for some time at an organization. How you leave is just as important as how you start—it reflects your personal brand.

Consider your Reasons for Leaving

Are you looking for a higher salary, more challenges, a better boss, a promotion, or simply a change? If you've been planning your exit for months and already have a new job lined up, don't make any moves until you have a signed offer letter.

Count on a Counteroffer

A counteroffer can be flattering and can create cause for doubt when resigning. If you bring a significant amount of value to the company, your boss won't want to lose you. You can expect them to ask, "Is this the right move for you? Have you thought it through?" Follow your instincts; if you've already made up your mind, don't be tempted to take the shiny new offer.

Have another Job Lined Up

Landing a new job before you quit the old one is ideal for several reasons:

- You have no employment gap in your background.
- You stay financially solvent, with no or limited break in your salary and benefits.

RESIGNING DO'S AND DON'TS

There are **three important rules** when it comes to breaking the news:

- 1** Don't tell anyone else at the company without first telling your direct supervisor. Be kind, but firm with your decision.
- 2** Don't wait until the very last minute. At the very least, commit to giving a two weeks' notice.
- 3** Don't resign over email; always meet in person and keep the conversation as private as possible. If you work remotely, schedule a video or phone call.

HOW TO SAY GOODBYE

Whether you had a decent experience or a miserable experience at the company, you should take the high road and keep the discussion with your supervisor positive.

Here's an Example of a Positive Resignation Letter

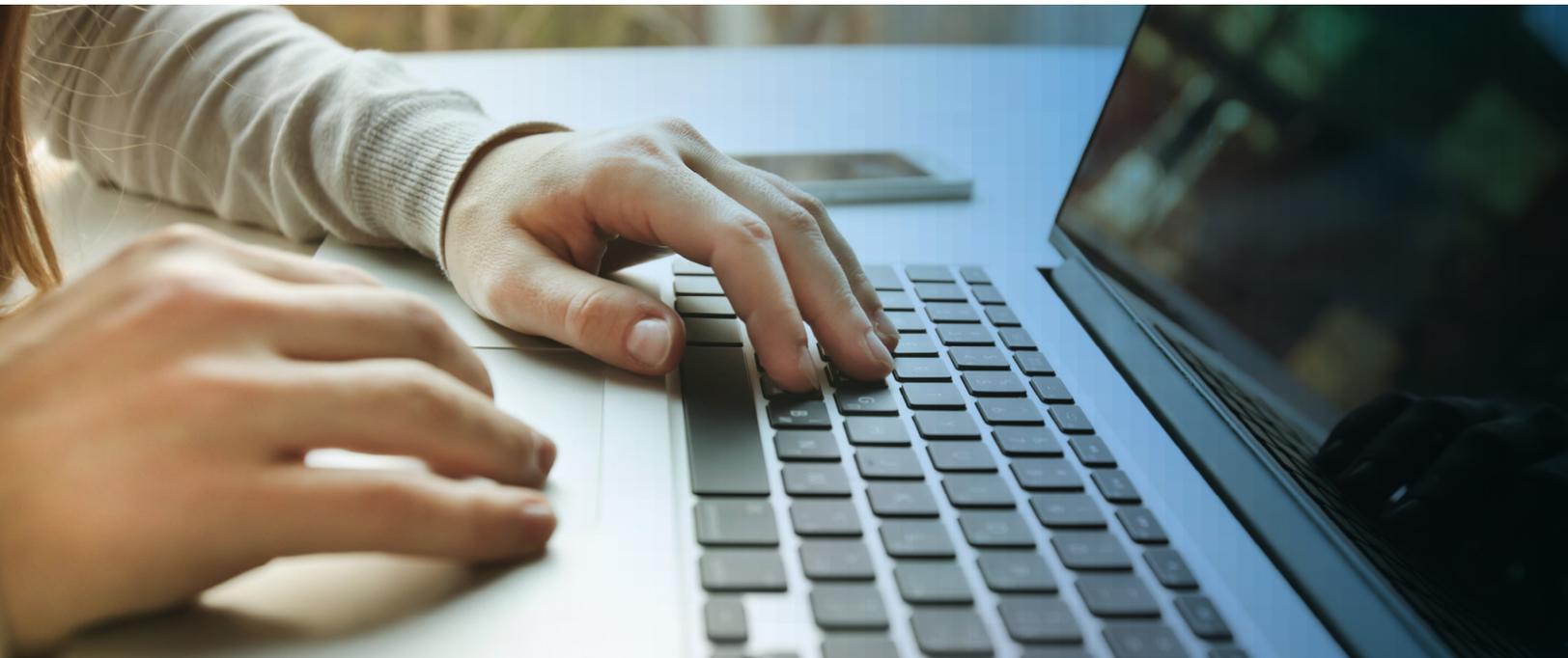
Although it isn't mandatory, take some time to write goodbye notes and leave your personal contact information to your close colleagues and managers.

"Dear John,

As we discussed today, I'm resigning my position as [xxx] at [xxx]. My last day will be [xxx]. Thank you for teaching me how to thrive in situations with tight deadlines and fast-moving parameters. I enjoyed my time here and am so grateful for your support. Please let me know if I can do anything to make the transition as smooth as possible. I wish you and the team continued success!

Sincerely,

[xxx]"



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