



AR RESOURCING

GUIDE 3

# MANAGING YOUR RESIGNATION

Preparing you for resignation and managing the transition into your new job

## GUIDE 3 : MANAGING YOUR RESIGNATION

In this guide we will focus on preparing you for resignation and managing the transition into your new job. We will highlight how to manage the resignation process and discuss why you shouldn't accept a counter offer, together with sharing advice on how best to manage the transition to your new company.

### Candidate Support Guides

This is the first of three guides that we have produced to support candidates throughout their entire journey of finding a new job, you can view the other guides in the series here:

[Guide 1: Starting Your Job Search](#)

[Guide 2: Managing Your Interview](#)

[Guide 3: Managing Your Resignation](#)

### Pre-interview preparation

These guides are only the beginning of the support we provide to our candidate network.

Every candidate will receive a detailed pre-interview preparation call 48 hours prior to every interview we arrange. In this call we will discuss the interview format, have a refresh on the role duties and advise what interview preparation activities will best help your chances of success.

### Get in contact

Whether you are looking for a confidential career consultation or you simply have a recruitment related question that we can help with, call our office to speak with an industry expert recruitment consultant.



## THE RESIGNATION PROCESS

Handing in your notice is something that you will probably do a few times in your life, so it is important to understand the correct way to approach this task. Here is our advice on how to best manage your resignation:

- Firstly, don't do anything or tell anyone until you have received and read the contract, clarified any final points, then signed and returned it
- As soon as you are certain, let your line manager know as they will appreciate as much notice as possible, but find the right moment!
- This conversation could prompt a negative or aggressive response, make sure you remain professional at all times, you have done nothing wrong and the company will manage without you!
- Be ready for a barrage of questions from your line manager, you should rehearse your responses in advance of this discussion so that you manage it as succinctly and professionally as possible.
- You are not obligated to reveal your new company, if necessary don't be afraid of keeping this confidential
- Your letter of resignation is your legal requirement and needs to be submitted as soon as possible (after you have privately told your line manager). In certain circumstances it may be appropriate to include HR in all correspondence so that it is officially received



## WRITING A RESIGNATION LETTER

It is important to write your resignation letter in a good positive light, you never know what the future holds; you may end up working for a colleague, your line manager or even the company again at some point.

### What to include in your resignation letter:

- Your name, date, recipient
- Notice of termination of employment
- Effective leave date
- Positive comments on duration of employment
- Happy to assist in all handover, replacement training needs
- Your signature, names of any cc

### Example resignation Letter

Dear Gill,

Please accept this letter as formal notification that I am resigning from my position as Senior Buyer with Construction Company Ltd. My last day will be Thursday, October 15th.

Thank you for the opportunity to work in this position for the past three years. I've especially enjoyed managing the procurement for some very exciting regional construction projects and have thoroughly enjoyed working with my fellow colleagues.

I've learned a lot about buying for construction projects, which I will certainly take with me throughout my career. I'll do everything possible to wrap up my duties over the next month.

Please let me know if there's anything else I can do to help during this transition. I wish the company continued success and I hope to stay in touch in the future.

Sincerely,  
Jack Smith



# MANAGING THE COUNTER OFFER

The excitement of a new job offer is often tinged by a slight angst that comes from taking a leap into the unknown and your employer is very likely to try to play on that insecurity to stop you leaving.

In fact, over 50% of employees receive counter offers but the reality is that these counter offers almost never work out for the employee – but that doesn't matter for the employer as discussed below.

A national survey found 80% who accept a counter offer leave within 6 months and 90% leave within a year.

## What an employer's thinking when an employee resigns

The moment a team member resigns, their employer will be thinking they have fewer than six months to implement a succession plan. Even if their intentions are to support that employee's career going forward it would be short-sighted not to plan for continuity in case that employee is one of the 80% who will leave within six months of accepting a counter offer. Imagine the conversation with their boss: "4 of 5 employees leave after a counter offer – why did you not prepare?"

Once those preparations are in place the employee who received the counter offer is an expendable cost – the organisation has prepared for life without them after all. Not only that but given the employee has put a metaphorical gun to the employer's head trust is gone – this is true between both the employee and management and between the employee and their peers who may begrudge any promotion, pay rise etc.

Put yourself in your employers' position and try to understand what they will be thinking. Here are some of the thoughts that will likely be going through their mind when someone resigns:

- This will make me look bad and my review is coming up
- This couldn't be happening at a worse time
- They are one of my best people so this will really affect the team morale
- I am already struggling to recruit one role in my department, this is going to really increase my workload
- How many more team members can I lose before the company starts to question me?
- Maybe I can keep them until I find a suitable replacement

## How employers react to resignations

Bosses typically throw everything at an employee to keep them in the short term: salary increases, improved benefits, greater flexibility, career progression etc. and will simultaneously try a combination of emotional blackmail and flattery.

An employee leaving means they will need to recruit a replacement (expensive and time consuming) and find a way to cover that individual's job until the replacement is up to speed. The chances are that in spite of everyone working harder productivity will drop at least temporarily. In the short term the organisation will likely suffer, and the manager will look bad.



### Why do 90% of employees leave within 12 months of accepting a counter offer

The amount of money the existing employer normally offers is rarely life-changing and it is rare that the fundamental issues that made the employee look for a new job in the first place have changed. In fact, many candidates find themselves becoming increasingly resentful of their employer after accepting a counter offer as they feel “bought” and wonder what might have been.

That resentment can quickly escalate as promises of promotions, pay rises etc. often fail to materialise. This is common - after all the company will be looking to reduce, not increase, its dependency on the individual who considered leaving and at the same time will be proactively looking to keep ‘loyal’ employees happy so reducing the chances of them leaving. Whether the promises were never sincere or the organisation’s priorities shift, the outcome is the same.

### Why you should be cautious when using a counter offer as leverage with a new employer

Some candidates “consider” a counter offer from their existing employer in the hope of getting their new prospective employer to increase their offer. This is a high-risk approach – candidates unhappy with an offer in the first place should not accept it. Using a counter offer as leverage undermines trust between them and their new employer before they even start and it is not uncommon for employers to simply withdraw an offer in these situations.



### Questions you should consider when your employer makes a counter offer

Should you receive a counter offer when you resign go through the following checklist to focus your thinking.

- Why were you looking for a job in the first place, has your employer now resolved those issues?
- Is the employer’s counter offer dependent on future promises? Or is it an immediate reality?
- Will your employer doubt your long-term commitment to the company given your resignation and will this affect your future prospects?
- Will your colleagues begrudge whatever measures your company has put in place to keep you?
- What has happened to colleagues who have accepted counter offers?
- Will the pay rise result in you becoming overpaid within your salary band?
- How will expectations change with your new role / promotion?
- Do you believe you are one of the 20% who will last six months after the counter offer or are you one of the 10% who will still be there a year later?

In summary, money is very rarely the sole reason why people look for an external opportunity, will a pay rise or promotion truly takeaway your reasons for leaving?

The leap into the unknown of a new job isn’t one to fear, the chances are you will do it multiple times during your career. Recruitment processes are thorough and designed to maximise the chances of the employer finding the right candidate.

You have earned the offer because your new employer knows you have the skills to do the job!

# MANAGING THE TRANSITION TO YOUR NEW COMPANY

The hard work is now complete, you have successfully concluded a challenging interview process, negotiated a new salary and managed the daunting resignation process. All that is left now is to manage the transition from your current company into the new one.

## Exiting Your Old Job

Here is our advice on how best to exit your old job:

- **Work hard in your notice period** - One to three months is a long time to wait and start your new role, especially when you want to leave!

Don't let your standards drop when working your notice, it is important to be patient and complete your tasks and handover as smoothly as possible, make sure your line manager knows how hard you have worked and how proactive you've been.

This should also make them less merciless when it comes to reducing your notice period or settling any outstanding salary, holiday entitlement or bonus owed to you.

- **Research your new company** - Throughout your notice period the more you can learn about your new company and colleagues the easier the transition will be. We strongly advise doing some research on your new company (visit their website, Google searches) and colleagues (LinkedIn searches).
- **Keep in contact with your new line manager** - We would recommend that you keep in contact with your new line manager in the period before you start. They may even invite you to the office or for an informal meeting to learn more about the role and meet your future colleagues. If so, make an effort to accommodate their request.
- **Keep in contact with your recruiter** - Working your notice period can sometimes be a lonely place, you could start to feel a little isolated from your old company and you haven't yet started building relationships with your new colleagues.

Keep in contact with your recruiter weekly throughout your notice period, they have great experience of managing many candidates through this process. They will provide reassurance and will be able to answer any questions you may have.

## Starting Your New Job

Here is our advice on how best to start your old job:

- **Treat your first week like an interview** - Set some great first impressions, make sure you arrive early, are well presented and ask great questions. There will be a lot of information to learn in a short space of time so make sure you listen and make lots of notes. Reinforce to your new line manager that they made the right decision
- **Be patient and realistic with your expectations** - Don't try to change the world in your first week, it is going to take time to learn your new company's systems, procedures and their general way of operating. It is important to be respectful to your colleagues and to understand why things are completed in a certain way before you start making significant changes.
- **Focus on what's important** - Remember you are there to complete a specific role so keep reviewing your job description to ensure you are learning all of the relevant skills required to achieve success in the job but do be mindful that this will take time. Don't be afraid of managing upwards to your line manager if you require additional support or training.
- **Remain positive even if you are having second thoughts** - In the early days it is natural to question if you have made the right decision. Don't panic and remain positive, you have experienced a lot of change in a short space of time, the more you learn and become familiar with your new job, company and colleagues the easier the transition will be.

Before you raise any concerns with your manager, speak with your recruiter or trusted industry colleague to get their thoughts on the situation.



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