

## How to Resign From My Employer

*By Roger Manning*

Tom was planning to leave his employer because he felt like the employer hired him under false pretenses. His bonus plan had been changed 3 months into employment and no word was mentioned during the interview process. The new plan will cut his projected income by 25%. Tom is furious. When he accepts his new position, he plans to walk into his bosses' office and give him a piece of his mind. Tom feels that his boss deserves no notice and plans to walk right out the door.

Is Tom justified? Perhaps he has a right to feel angry but his behavior is not appropriate and certainly would shed some different light on him if his new employer could see this behavior.

No matter what you may be feeling toward your employer, you must leave your job on good terms. You are too good of a person to show fangs and become ugly. Besides you have probably heard stories about "burning bridges". Sometimes very large industries can become very small places when key managers are well networked. So don't do anything foolish to end your career in the industry that you have worked hard to become a success!

No matter the circumstances about your planned departure, here are some departure tips that are sure to keep you in good terms.

Departure Tips:

- Do everything possible to sure-up projects and assignments within your resignation time frame. Keep your promises.
- Give at least a 2 week notice which is considered usual and customary. If you have an employment agreement stating a specific resignation time frame, then you must honor it. You may wish to approach your employer about waiving this part of the agreement. Many times they will if you are prudent and efficient in tiding up your duties.
- Your employer does deserve a [resignation letter](#) at the same time or soon after you tell them of your intention to leave. Highlights should include:
  - Appreciation for the opportunity to work at their Company;
  - You are leaving for a better career opportunity, continue education, personal reasons, etc.; DO NOT state dissatisfaction with your boss or how you have been treated; (JUST LET IT GO);
  - You are hopeful that your employer will wish them well in their new opportunity;
  - Effective resignation date;
  - You hope to be able to utilize them as a future reference;
- Be decisive about your decision to leave. Don't waffle and make your employer feel like they have to beg you to stay. Some employers will surely try to Counter-Offer to keep you employed. Don't be tempted because [Counter-Offers](#) are

disguised “career-enders” for many people. Be kind and appreciative of what they have done for you even if you are not pleased with your employment. You have made a good decision, so stick with your decision.

No matter what you may be feeling toward your employer, you must leave your job on good terms. Be professional a person of strong character.