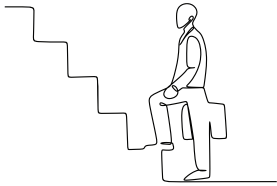


Resigning With Class

As a Skilled Tech Professional



5 STEPS for Resigning the Right Way.

Are you preparing to step away from your current employer but don't necessarily know where to begin?

You're not alone. There is a right way to resign, and following these five steps will help you through the process.

2.3%

Monthly Resignations

Every month, around
2.3% of the workforce
resigns from their
current role.

✓ STEP 1

Prepare for Your Departure, Quietly

It's imperative to keep your decision confidential with your current employer until they are ready to share the news with the whole team. Notifying your supervisor before making your final decision public knowledge leaves a courteous impression. Allowing your boss to hear and process your parting news before all others gives them the opportunity to strategically position your exit with the rest of your team and dedicate time to finding your replacement.

✓ STEP 2

Timing is Everything

Giving adequate notice is crucial. The standard notice is traditionally two weeks but refer to your employee handbook to confirm what your current employer expects from you and follow suit. Offer to stay for the time required, but also be prepared to leave immediately.

✓ STEP 3

Doing it Face-to-Face is Key

Just like any important meeting, holding your resignation discussion in person is the best way to both show respect and avoid miscommunication, as written messages or even a phone call could be misconstrued. Write out a list of points you would like to emphasize during the conversation, and schedule the meeting for enough time to talk through the details. A professional conversation deserves a professional approach; dress accordingly, know how you will present the information and be prepared to answer questions. At most employers, a resignation letter is merely a formality, though you should hand a short one in as a courtesy.

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✓ STEP 4

Stay Positive and Stick with the Facts

Professional growth is normal and should be celebrated. That in and of itself is a reason to stay positive in your final weeks. This will only benefit you in the long run. Change can also bring up emotions, so keep the resignation factual to eliminate any emotional pivots in the conversation. After all, the conversation you have can very well lead to an invaluable recommendation and a reliable reference down the road.

✓ STEP 5

Finish Strong

Putting in your notice can create a gap within a workflow or even your entire team. Maintaining your responsibilities as an active contributor and collaborator for your team during your last weeks is highly recommended to leave on good terms. Make it easy for a new hire to pick up where you left off with incomplete projects, and be clear about next steps and action items. Check in with your HR department to confirm your off-board has been successful and you have capitalized on all you are eligible to collect. Finally, offer an assisting hand with your replacement if you have the bandwidth during your time left at the company.

The way you manage your departure from a company can determine the continuing trajectory of your career. Handling yourself with transparency and efficiency is critical for your professional reputation. Conclude your relationship with your employer as professionally as you began it. If you're about to embark on the next step of your career, congratulations, and consider utilizing these tactics for a smooth and mindful transition.

Keep your decision **confidential** with your current employer until they are ready to share the news with the whole team.

Is your job offer competitive in this market?

Download our **Tech Salary
Guide** to find out.

