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# **HANDING IN YOUR RESIGNATION: TIPS TO MAKE A TRICKY SITUATION EASIER**

# HANDING IN YOUR RESIGNATION: TIPS TO MAKE A TRICKY SITUATION



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## CONGRATULATIONS – YOU’VE BEEN OFFERED YOUR DREAM JOB!

- The next step is to consider how you resign and leave your current position on the best terms possible.
- This can be difficult, particularly if you’ve been with your current employer for a long time. Try not to feel guilty - it’s your career and very few jobs are “for life”.
- Remember the reasons you decided to look for a new job!
- Read your contract of employment carefully, making sure you understand:
  - how much notice you are required to give your employer
  - any non-compete clauses, restrictive covenants or competition clauses you need to be aware of as these can be enforceable so it’s important to keep your consultant at Next Phase informed
- If anything in your contract is unclear or you want clarification on anything contained in it we are always on hand to help.

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## WRITING YOUR RESIGNATION LETTER

- Keep your resignation letter short and concise.
- Include your notice period and details of any outstanding payments or holiday you think you are owed.
- Make sure you thank your manager for the opportunity they've given you; remember you will want a reference and you want to leave on good terms.
- If you need any help composing the letter please reach out to your Next Phase consultant.
- You will also find some good advice on these websites:
  - <https://www.acas.org.uk>
  - <https://www.gov.uk>
  - <https://citizensadvice.org.uk>

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## HANDING IN YOUR RESIGNATION LETTER

- Book a meeting with your manager to hand over your resignation letter in person.
- Prepare for any outcome; shock, anger or a counteroffer
  - What, if anything, would they need to do/offer for you to retract your resignation?
- Keep professional throughout the meeting and show your appreciation for all your manager has done for you.
- Be prepared to discuss your reasons for resigning.
- Be polite but honest as feedback is always useful.
- Try not to burn any bridges as you never know what the future will bring
- If you are moving to a competitor your employer may try to enforce a non-compete clause; we can help if this happens.

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## YOUR EMPLOYERS RESPONSE

There is no way of predicting how your manager will respond to your resignation but it is sensible to prepare yourself by considering the following:

- **The Counter offer** – your employer may offer to match or exceed your new salary package – remember the reasons for resigning are still there and now you’ve resigned trust may be broken.
- **Bad Mouthing** – some companies have been know to tell candidates unpleasant things about their new employer – take these with a pinch of salt
- **Emotional Blackmail** – some employers may threaten to not pay wages or bonuses already earned – there are laws protecting against this but it doesn’t always stop employers making these threats
- **Peer Group pressure** – colleagues may try to persuade you to stay – just because you’re leaving doesn’t mean you can’t stay in touch
- **Promotion** – some employers may offer to promote you out of nowhere – ask yourself why did you have to resign for this to happen and has anything actually changed?
- **Restrictive covenants** – your employer may try to enforce a non-compete clause to stop you working for a competitor – make sure you fully understand your contract and take advice if necessary
- **Gardening leave** – this is fairly common in a sales environment and can often be the best outcome for everyone

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## **FINAL COMMENTS**

You have been offered your new role, following your decision to move to a new position, and it's important to keep in mind that you have done really well to get to this stage. You owe it to yourself to give serious thought to how you approach your current employer when resigning.

Whilst this part of the process is never easy, we hope that following the advice in this document will help prepare you and make it as pain free



Changing jobs is exciting but can feel daunting. If you have any questions at all about this next step in your career, please call us on 01403 216216 and we will do everything we can to make the process as straightforward as possible.

Good luck and don't forget how well you've done to be offered this new position.