



How to Resign

- Make sure the referee has a copy of your resume.
- One of the greatest secrets of career success is know when to leave.
- Though you may think it would be very fulfilling to get a few things off your chest, it's in your best interest to be kind, polite, and helpful, so your professional future remains secure – someone may call them for a reference one day and you don't want them to remember you being petty, spiteful and ungracious!
- It has to be a formal letter on a piece of paper in an envelope – don't email it, don't do it over the phone, and for the love of God don't text them!
- It's not about them, it's about you, your dignity, your ethics, and your professionalism.
- Make sure you read your employment contract before you resign so that you know what your commitments are.
- Tell them why you are resigning and don't hint that you are open to a counter offer or discussing the matter.
- Give proper notice under the Fair Work Act and work every hour right up to your last day. That is how you will be remembered.
- Fair Work Act notice periods are
- Be polite and specific. State what notice period you are giving and what your last day of work shall be.
- You don't need to state your reason for leaving but be prepared to go through an exit interview if that is your employers' policy. Be honest but not nasty.
- Offer to help out with transitioning someone to your role.
- Thanks them for the experience and wish them the best.
- If you do have a good relationship with your boss, end it on a kind note, as they will probably take it personally that you are leaving.
- Don't ask for a reference when you resign. Ask for it a few days before you leave.
- Do not give specific reasons for leaving. State that you have decided to move because of a career opportunity that is too good to pass up.



- Remember, the company and its employees could potentially play a role in your career or job search in the future.
- It is a very small world. Never burn bridges.