

JOB
SEEKER
ADVICE.

How to Resign From a Job

Step 1

Before you even embark on your job search, make sure you really know why you want a new job. What are you looking for in your role? Why can't your current employer provide this for you? Write these things down – they are your 'selection criteria'.



Criteria Checklist

- _____
- _____
- _____

Throughout the hiring process, refer to your selection criteria to assess the suitability of each job opportunity.

Step 2



Once you have been offered a job that meets your selection criteria, accept it. Get the job offer in writing.

Step 3

Write a resignation letter, state that you wish to resign your position, then state the date of your last day at work (allowing for any required amount of notice). Finally, thank your employer for the opportunities they have provided you.

Step 4

Resignation Letter

My last day is _____
Thank you

Step 5



Revisit your selection criteria to confirm your decision to leave.



Step 6

Ask your manager for a meeting. Book it in your calendar!

Step 7

In the meeting, state your decision to resign, thank them for the opportunity and hand them your letter of resignation. Your objective is to convey your decision clearly and emphatically. It is not necessary for you to seek their agreement with your decision.



Contact your consultant to confirm your start date at your new job. Say goodbye to your old job & hello to your new future!

Step 8

