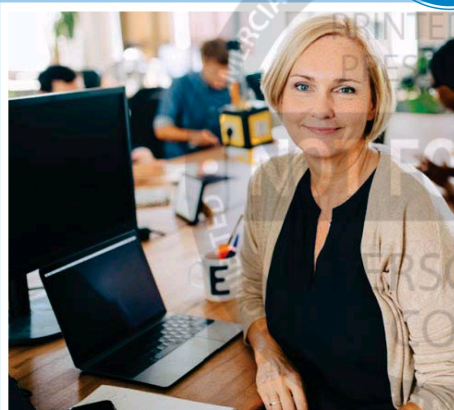




Careers



The rules of resigning

There's no harm in being a quitter – if you do it right!

You're ready to leave your job? Congratulations! But before you can embark on the next chapter there are a few things to consider. Roxanne Calder, author of *Employable: 7 Attributes To Assuring Your Working Future* shares her three tips for resigning the right way.

Your notice period

Do not try to skimp on this. The notice period is to protect both parties. For business, it's for planning, training, handovers etc. If they are exiting you, your full notice period will apply as well.

Pick the right time to resign

Don't tell your boss just before an important meeting. Consider how to deliver the message, being mindful, considerate and mature – dramas are not appropriate. Do not tell anyone, not even your best work friend, about your resignation before telling your boss. It's about respect and integrity.

Recall the beginning

Think of the most enjoyable times. The feelings of excitement and appreciation when you first started your job. Keep hold of these feelings throughout your notice period, demonstrating a positive attitude. Work harder! It's always the last part of someone's employment that stays front of mind. Be remembered for the right reasons. References! They are powerful and needed in the future.

Compiled by Zoe Small