



Sigma Chi
CAREER ADVANTAGE

RESIGNATION TIPS & TEMPLATE

Congratulations! You have accepted a new position and your future team is waiting for you to start. It is time to resign from your current position. Here are a few simple tips on how to handle your resignation.

KEEP IN MIND THAT IT IS YOUR BOSS'S JOB TO RETAIN YOU

Your current employer may offer you additional money, promotions, etc. to keep you longer. Be very clear when you resign that you will not entertain a counteroffer.

THEY MAY ASK YOU FOR INFORMATION

You are not obligated to share anything with your employer about your new opportunity. This includes the position you are taking, the company you are taking it with, and your new compensation package.

BE PROFESSIONAL AND ALWAYS RESIGN IN PERSON WHEN POSSIBLE

Ensure that you give them your actual letter of resignation at this time. If the circumstances require you to resign virtually, then emailing the letter is acceptable.

ALWAYS INCLUDE A SPECIFIC DATE THAT YOU WILL BE LEAVING

This date should be determined based on at least a 2-week notice period from the day you resign.

WRITING YOUR RESIGNATION LETTER

Your letter should be simple and short. It should state your resignation and specify the last date of your employment. You should thank them for the support you have received from the company and state that you will not entertain or accept a counteroffer. Here are two examples:

EXAMPLE 1

Please accept this letter as my formal resignation, with my last date of employment being _____. This decision is final and any counteroffer will be declined. I believe that my new position will offer me increased challenge, and greater opportunity for advancement and it will serve to broaden my professional experience and career. However, I do want to thank you for your time and efforts in my development during the past (TIME). The support you and the rest of the management team have given me is deeply appreciated. I wish you and your company continued success. Sincerely, (NAME)

EXAMPLE 2

Please accept this letter as my formal resignation, effective immediately which means my last date of employment is _____. I believe that my new position will offer me what I am looking for as a next step in my career. My decision is final and any counteroffers extended will be rejected. Thank you for your support during my past (TIME) and I wish you and the company continued success. Sincerely, (NAME)