

CCA RECRUITMENT GROUP

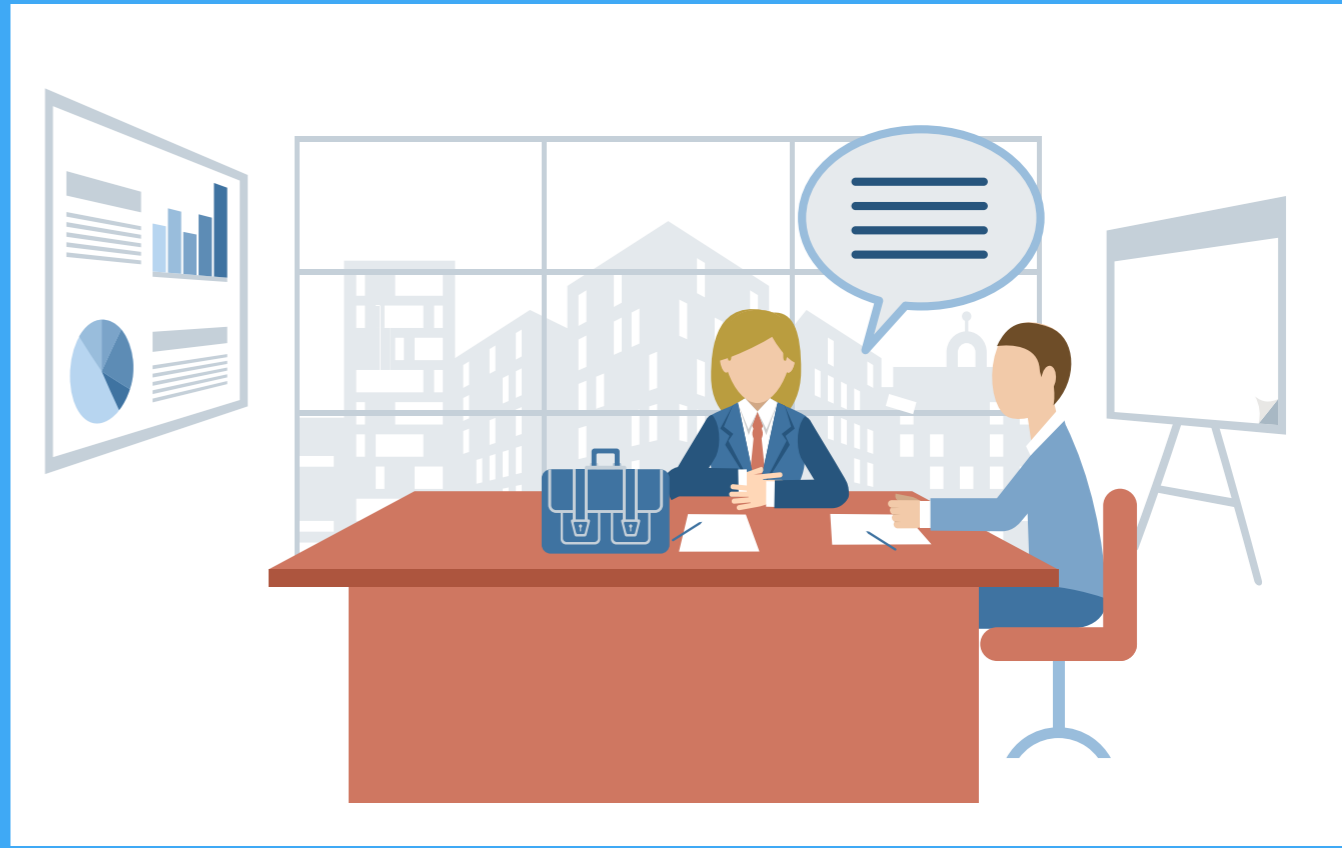
Handing in Your Notice

Timing is Everything

When it comes to handing your notice in, the start of the day is always the best time to do it. It shows confidence, consideration, and it will also help to avoid a non-productive day of work due to distractions by thoughts of the impending chat. So just get it done! You will feel better and your manager will have the day to digest it.

Before speaking with your Manager, make sure you have read through your employment contract and know exactly what notice period you are on and where you stand legally in regards to annual leave.

Some companies will put you on Garden leave, others will let you go early if requested and some will want you to work it through to the end. Remember you leaving won't just leave a gap in work but also creates more work by having to recruit. Therefore, if they ask you to work your notice period then it's best for future relationships to honour that. It will also show your new employer your strong values.



Honesty is the best policy – You know why you are looking to leave and why this new role is your dream job, however your manager may not! Make sure, before going to the meeting, you are clear with yourself about why the new role is more suitable for you. It could be the location, progression, more responsibility, greater opportunities with a more appealing package and benefits.

Always be sure to run through these with your manager but be tactful when doing so. Point out all of the positives of your current role but then follow with the things that make the new one different and slightly more suitable. Aim to cover all off the things you can to make them realise that taking this new opportunity is about career or personal gain and not about you hating your current role. This will go towards protecting their feelings and often shape how the next few days, weeks or months go while you work out your notice.



Don't get caught up in the emotions

When preparing for this meeting it is useful to consider what your manager will say before you go in. CCA Recruitment Group often talk with our candidates, throughout the recruitment process, about what their boss will say in that conversation. By facing up to this early on, it allows you to deal with the emotions this may bring about and makes you less likely to be guilty, dazzled or even manipulated into taking a counter offer. Let's face it, in a candidate driven market most employers are going to try and counter offer good talent. Don't forget your reasons for deciding to take the new job in the first place. It is essential that you don't let these emotions get in the way of the conversation. Facts over feelings!



Get the writing right

Some people write the resignation letter prior to the meeting and some do it afterwards. My advice is to get it done before. The content of this letter is really about you formally confirming your intention to leave so it goes on record and won't delay your leave date. The rest of the process of confirming your leave date can come afterwards. Some would tell you to take the letter to the meeting but that is likely to cause immediate suspicion from those around you in the office and start the conversation off on the wrong foot. Tact is everything!

In summary, I think the key to handing your notice in gracefully is about being honest, sincere and professional. However, do not hand in your notice before you have a formal written contract from your new employer. Once notice has been given you can't take it back without your current employer agreeing.

Our CCA Recruitment Group consultants are here to support and guide you throughout the process. Having worked with you in partnership they will know your reasons for taking the new role, know you and know your relationship with your boss. They therefore perfectly placed to advise you through this process.

