

## WORLD OF WORK

## CAREER DOCTOR



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**Q** I have been offered a new job and accepted it. However, I have really enjoyed the job I'm leaving and have a good relationship with my employer. I am a bit nervous about handing in my notice as I appreciate it's not the best news for an employer to hear. Can you advise me how best to go about this? I don't want to burn any bridges.

**A** Handing in your notice is not an easy task, especially when you have enjoyed working with the company and have a good relationship with your employer. A poorly handled departure, however, can ruin those relationships. Preparation is the key to a successful exit and you must be diplomatic and professional throughout.

Ideally your employer will accept your resignation gracefully but be prepared for anything. Many employers will use any trick or emotion to keep staff with the company. Remember there is a skills shortage in the market and employers can't afford to lose good staff as they realise it will be difficult to replace them.

Before you meet your boss you need to be clear about why your new position offers exactly what you want and the move is positive. Put your resignation in writing and make copies for any relevant parties. Arrange a meeting with your boss as soon as you can, as putting it off will not make it any easier.

During the meeting, don't fall into the trap of giving too much detail about why you are leaving. Keep it simple. I would recommend you say you are seeking a new challenge and have enjoyed your time and experience with your current employer. I have seen employees use their exit as an opportunity to stick the boot in but there is no need. I have also seen employees give too many honest reasons for leaving, which provides the employer with valuable information to try to talk them into staying.

No matter what is promised or how many tears are shed, don't stay for a counter offer. This may be tempting, but research has shown that 80pc of employees who accept counter-offers leave within the year.

After successfully handing in your notice, plan to leave with your house in order. Tidy up all loose ends, document all outstanding issues, hand over any important work and maintain your commitment until your final day with your current employer.

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