

INSPIRED RECRUITMENT **GUIDE TO HANDING IN YOUR NOTICE**



INSPIRED RECRUITMENT: GUIDE TO HANDING IN YOUR NOTICE

Handing in your notice is an important step in transitioning from your current role to a new opportunity. It requires professionalism, clarity, and tact to ensure you leave on good terms and maintain a positive reputation. Follow this step-by-step guide to make the process as smooth as possible.

1. Review Your Contract

Before submitting your resignation, check your employment contract for details about your notice period, any handover requirements, and clauses that may impact your departure. Understanding these terms will help you comply with your obligations and avoid unnecessary complications.

2. Prepare Your Resignation Letter

A resignation letter is a formal document that serves as your official notice. Keep it brief, professional, and respectful. Include the following:

- Your intention to resign.
- The date of your last working day (aligned with your notice period).
- A thank you to your employer for the opportunity.
- An offer to assist with the handover.



Example Letter:

[Your Name]
[Your Address]
[City, Postcode]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, Postcode]

Subject: Resignation Letter

Dear [Manager's Name],
I am writing to formally resign from my position as [Job Title] at [Company Name], effective [Last Working Day, based on notice period].

I am grateful for the opportunities I have had to grow and develop during my time at [Company Name]. I have particularly enjoyed [mention a specific positive experience or skill you've gained].

To ensure a smooth transition, I am committed to assisting with the handover of my responsibilities. Please let me know how I can help during this period.

Thank you for your support and guidance.
I wish you and the team continued success.

Yours sincerely,
[Your Full Name]

Choose the Right Time and Setting:



Arrange a meeting with your manager to deliver your resignation in person. Choose a time when you can speak privately and avoid busy or stressful periods.

If in-person delivery is not possible, a video or phone call followed by an email works too.

Be Professional in the Conversation:



When handing in your notice, remain calm, polite, and professional. Use the opportunity to thank your employer for the role and the experiences you've gained.

Be clear about your decision and avoid being overly emotional or negative about your current role.

Prepare for Their Reaction:



Your employer may react in various ways—from supportive to surprised or even disappointed. Be prepared to:

- Reiterate your decision respectfully if asked to reconsider.
- Avoid discussing negative reasons for leaving.
- Remain professional if faced with frustration or resistance.

Commit to a Smooth Handover:



During your notice period, maintain your usual work ethic and help with the handover process.

This may involve:

- Training your replacement.
- Documenting ongoing projects.
- Organising files and ensuring seamless transition for the team.

Inform Your Colleagues:



Once your resignation has been officially accepted, let your colleagues know about your departure.

Share the news professionally and express gratitude for their support during your time at the company.

Leave on Good Terms:



Maintain a positive attitude until your final day. Offer to stay in touch with colleagues and supervisors, as maintaining a good relationship can be beneficial for future references and networking opportunities.

Celebrate Your Next Step:



Congratulations on your new opportunity! Handing in your notice is a significant milestone.

Focus on the exciting journey ahead and the growth opportunities it brings.