



## How to Resign with Class

This may sound simple but sometimes the process can become complicated. Here are a few guidelines we at iPRO recommend:

1. Before resigning, be confident that your decision to leave and take another job is the right thing for you and your family. Also, you should have a written commitment from your new employer before tendering your resignation.
2. Prepare a Resignation Letter. Give this letter to both your manager and your Human Resources manager. This letter will make your intentions clear and help avoid the complications of a counter offer.
3. Continue working to the best of your ability while you work out your notice period, which should normally be two weeks. If your employer tries to pressure you to stay longer, you will have to determine whether or not that is necessary. We suggest two weeks. Staying active and positive in working with others will dispel any concerns that you may be a negative influence on others at the company.
4. Sometimes an employer will accept your resignation and ask you to leave immediately. This may be a bit distressing, but understand that your employer may have good reason for such action.

First, he/she may be concerned that your exposure to proprietary information could jeopardize the company's intellectual properties. Second, he/she may be concerned that others in the company could be influenced to follow in your footsteps.

It is not such a bad thing to leave early. You can think of it as an extra two-week paid vacation (your company is obligated to pay you) or perhaps you can bank the money and get started on your new job even sooner than planned. You and your new employer will both be happy about that!