

RESIGNATION & COUNTER OFFER GUIDE

You've finished all the interviews, answered all the questions, and earned that shiny new offer letter. All that's left now is to **inform your manager**. To do that, you'll want to focus the discussion on **a smooth and painless transition** with minimal roadblocks, thereby setting you and the company up for success.

01

REFLECT AND PREPARE

Review your reasons for resigning and remember why you've chosen to start a new job. Understand those reasons well before entering the meeting and be prepared to focus the discussion on moving forward - not revisiting the past.

02

RESIGN LATER IN THE DAY

Later in the day will allow you to avoid any extended awkward conversations and will give everyone an evening to sleep on this new knowledge before further discussions.

03

ONLY STATE THE FACTS

Go in with the understanding that your resignation is not an opportunity for discussion; it is a direct and polite statement of fact and a chance to create a smooth transition.

04

BRING YOUR RESIGNATION LETTER & STAY ON MESSAGE

Choose a time to privately speak with your manager and arrive with your resignation letter in hand (see attached for resignation letter tips and templates). The letter adds weight and finality to your decision.

There's no need to reference your new company, new role, or new salary. This information is neither necessary nor relevant to the transition and will only serve to complicate an already complex decision. Any unnecessary information may be used against you to make your resignation process more difficult or to craft a counter offer that you've already decided you do not want.

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05

KEEP THE CONVERSATION SOLUTION-FOCUSED

The meeting shouldn't be about where you're going or what you're doing - it should be focused on how you can ensure a smooth transition with minimal complications.

If your manager persists in questioning your decision, you'll want to redirect the conversation toward the ultimate goal; setting the company up for success. If necessary, repeat multiple times that the decision is made, the commitment will be followed through on, and your only desire is to ensure a smooth transition.

Your script would look something like this: "I understand why you'd be curious about where I'm going or why, but it is my intention to follow through on the commitment I have made to another organization. Why don't we talk in a month or so about those types of details, so that today we can work together to make a smooth transition."

06

END ON A POSITIVE NOTE

Thank your manager for the X amount of years you've worked together and let them know that you really appreciate all of the opportunities they've given you. If they seem bitter or shocked, say you'd be happy to clarify more tomorrow/on Monday - but that you should both sleep on it to collect yourselves first.

07

ROLEPLAY WITH YOUR RECRUITER!

If you've read everything here, you're already way ahead of the game. The final step is to take everything you've learned and test it out on me. Together we can work through any rocky areas and finesse your delivery.

SAMPLE RESIGNATION LETTER

01

Your Name and Address
Month, Day, Year
Supervisor Name or HR Name
Title
Company
Address
City, State, Zip

Dear [Name],

I would like to inform you that I am resigning from my position as [title] for [company name], effective [Month, Date, Year]. I cannot thank you and the firm enough for the opportunities for professional and personal development that have been provided to me during the last [amount of time]. I have enjoyed working for the company and appreciate the support you provided me during my tenure here. If I can be of any help during this transition, please let me know.

Sincerely,
[Your name]

02

Your Name and Address
Month, Day, Year
Supervisor Name or HR Name
Title
Company
Address
City, State, Zip

Dear [Name],

Effective today, this letter is to inform you that I am submitting my resignation of employment. My final day here at [company name] will be [end date]. I genuinely appreciate all that [company name] has offered me, but after very careful consideration, I have made an irreversible decision to accept a new position that I sincerely believe is in my best interest. I wish all the best for you and everyone at [company name] in the future, and will transition all of my current work accordingly.

Sincerely,
[Your Name]