



# Neo Batho

Talented People. Talented Recruitment.

## Tips on Resigning

**Resigning from a position can be a daunting task for some, but when dealt with in the correct manner, the process can become smooth sailing!**

**Here are some important points to remember when you are resigning:**

- Never burn any bridges. No matter how hard it has been for you at the company if that was the case, you have nothing to gain by leaving on bad terms or by bad-mouthing the company or anyone who works there. Remember to always be tactful and diplomatic. You might need a reference from the company later on and you want them to remember you for the excellent purpose you served at the company.
- Do not discuss your resignation or intention to resign to any of your colleagues before you have actually resigned. The last thing you want is for your manager to hear it from someone other than yourself.
- Make sure you fulfill your contractual obligations when you resign (for example your notice period, handing back of company property etc.)
- Before you leave, make sure that you have returned all the company property and that you have completed all your outstanding work. If applicable, also make a report of your duties, where to access certain files, a list of passwords in your possession or any other related information that the company might need when you are no longer there to ensure a smooth hand over to the person that will be taking your position - your employer will admire you for it.

**Your resignation letter:**

- Your resignation should be short and to the point.
- Thank the company for the opportunity that they have given you.
- Make sure to specify the date of your resignation and your last day at the company.
- Sign the letter to make it official



**An example of a Resignation Letter:**

Date

Dear Mr. \ Mrs. [manager name]

This letter serves as a formal notice of my resignation as [current position] at [current company].

I am grateful for the opportunity I had to be a part of [company], but I am confident that my next position will be just as enjoyable and rewarding as my position here has been.

Kind regards

---

[your name]

