



Count on us for service and results

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Handing in your notice

At *Accountancy Divisions*, we understand that going up to your boss and handing in your resignation can be extremely difficult. Here are some of our tips to follow when handing in your notice and if you are ever unsure of how to hand in your resignation, please feel free to contact one of our consultants who will be more than happy to help you.

DO

- **Tell your boss face to face.** Emailing them or just leaving a letter on their desk is awkward and dismissive – this can be seen as disrespectful
- **Give positive criticism.** Thank your employer for the opportunity of working with them. Do not be afraid to give them constructive feedback, e.g. there was not enough training or progression. Try not to leave negative feedback
- **Plan.** Your boss might ask you to stay and offer you more money or a better position. Know how much you are worth! In addition, your boss may ask you to explain later any comments made in your resignation, so be prepared
- **Be Supportive.** Assist your colleagues before you leave. Hand over your work properly with explanations about how you do things and tell them whether there is anything outstanding that they need to pick up. You may ask one of them to provide a reference in the future for you; always be supportive, right up until your last day
- **Remember.** Colleagues could be good contacts for the future. Never be afraid to stay in contact with them whether by phone/email/Facebook/Twitter etc. Always stay in touch

DO NOT

- Hand in your notice when you are feeling angry
- Focus only on the negative points of your time in your job. There were always positives
- Feel like you have to give reasons for your resignation if you do not want to
- Refuse to work your notice period. If it is in your employment contract then it is legally binding
- Criticise your old job on Social Media. It is not professional and it can affect your future roles

The Company

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