



Steps to Resigning Professionally

The resignation process can be stressful and filled with emotion, especially if your company culture is very team oriented. There is a good chance that you have developed strong relationships with many people in many different parts of the company.

We recommend the following steps to help ease the process:

STEP ONE:

Ensure you have received confirmation of successful completion of the preemployment process before proceeding with the resignation process. These items include:

- Offer letter received.
- Start date confirmed.
- Preemployment checks completed with no identified issues (if applicable: background check, credit check, drug test, physical, reference checks, etc.).
- Non-compete/employment agreement with your current company thoroughly reviewed to ensure there would not be any barriers to accepting the position.
- Review CSP "*Guide to Counter-Offers*" in the event this situation arises during the resignation process.

STEP TWO:

Resigning in a professional manner is very important to ensuring your current employer could serve as a future reference, might re-employ you if desired, and to give your current employer the opportunity for a smooth transition.

- Prepare a brief, formal resignation letter. Leave on a positive note and remove any negative comments. Address the letter to your immediate supervisor with a copy sent to your Human Resources Department.
- Resign to your direct supervisor in a professional, unemotional manner. Thank him/her for the opportunities she/he has given you to grow personally and professionally.
- Continue working to the best of your ability while you work through your notice period, which we recommend being no longer than two (2) weeks.
- If your employer asks you to leave immediately, do not let this be a concern. It could be corporate policy and/or your employer may recognize the possible ramifications your resignation may have on the rest of the company.