

## Resigning Gracefully

Congratulations! You've landed the job! Now you are faced with the delicate challenge of resigning from your current employer without burning bridges, and saying good-bye to friends and colleagues.

Your MRI Sales Consultants of Madison search consultant will help you draft your resignation letter and help you with the words to use when talking to your manager. E-mail the draft to him/her and have them critique it for you. Then, you will make an appointment with your manager to respectfully explain your decision. Your manager needs to hear that your decision is firm and final and that you are committed to your new employer. Express appreciation for the opportunities that your former employer has given you. Leave on a positive and appreciative note. Someday, your paths may cross again. You also would want them to be a business reference for you in the future.

Be careful not to get lured into any discussions other than your resignation, such as how your employer wants to handle your final weeks or the transition of your current responsibilities and projects.

There are times where you will be given a counter offer. It's very flattering and makes you feel good. But there are significant pitfalls. Read the "Counter Offers" article in the Resource section of this web site.