

## Handing in your Notice

Handing in your notice can be quite daunting, even if you're sure you want to leave and you know it's the right thing to do, there will always be some underlying feelings, and that's understandable!

Whether you're feeling nervous or excited, there are a few things to remember to help it be as painless as possible:

- Keep it to the point- the last thing you want to do is go into detail about why you are leaving, as often it will put you under pressure to defend your actions, which you don't need to do!
- Be polite and professional- Regardless of what has happened, leaving on good terms will ensure that your professional integrity and reputation will remain intact.
- Think before hand- It may sound obvious, but it you plan out what you are going to say and what you want to achieve, as this will keep it short and succinct.
- Have prepared your notice in writing before the meeting – This doesn't have to be anything other than a short sentence, explaining you are serving notice on you employment in line with your contract – but your old employer will almost certainly need this in writing.

## Counter Offers

You should expect your old employer to try to persuade you to stay - Regardless of your personal relationship; there are a few facts that face any business losing a staff member - mainly the impossible task of replacing you! It will always be cheaper for them to try to persuade you to stay than to recruit someone new!

This process of making you a "Counter Offer" includes any salary increases, holidays, promotions, better bonus, company car- regardless, most companies will try and solve 'your' issues there and then. This is because the cost of replacing you – resourcing someone new, interviewing them, negotiating starting packages, training, time for cultural adjustment/getting up to speed is all much more costly than offering you a cursory pay rise.

You should consider:

- If you were a valuable employee and genuinely indispensable, you wouldn't want to leave in the first place.
- You shouldn't have to go the extent of handing in your notice before you are offered things like pay rises or promotions.
- The core reasons why you want to leave will in all likelihood still be present in the short to medium term.
- Accepting a counter offer will mean that your old employer knows you are thinking about moving on.

Run some independent searches yourself on 'Counter Offers' and you will see some completely objective advice on accepting these offers.