

Accepting a Job Offer and How to resign

Accepting a Job Offer

Even if you have accepted a job over the phone, it's a good idea to write a job acceptance letter to confirm the details of employment and to formally accept the job offer.

Your letter can be brief, but should include the following:

- Thanks and appreciation for the opportunity at your new company
- Tell them you are delighted to accept the offer
- The terms and conditions of employment (salary, benefits)
- Starting date of employment
- End on a positive note, saying you are looking forward to joining the team

Address the letter to the person who offered you the position. Include your contact information and phone number, even though it is on file with the employer.

Make sure that your letter is well written and does not contain typos or grammatical errors. Even though you already have been offered the job, you want to make sure all your correspondence is professional.

How to resign

Congratulations on being offered your new position. Now comes the daunting task of handing in your notice.

In an ideal world, resigning from your job would be pleasant and straightforward. Your boss would be understanding and supportive of your needs and no bad feelings would arise. The fact is, too few employees experience such an easy ride.

How you handle your resignation has an impact on your career. Preparing in the correct manner can go a long way in ensuring confidence as your career develops; whereas the opposite scenario could be detrimental to your immediate future. After all, a good reference is not just valuable, but vital.

Sometimes resigning can be more harrowing than the interview - especially if you've been with your present company for a long time.

Preparation

Once you've received your offer letter from your new company, you need to prepare to hand in your notice.

Try not to feel guilty about resigning - remember the reasons why you decided to leave. It's likely those reasons are not going to change.

Write a letter of resignation. Keep this short and concise and include the notice period you will serve and any pay outstanding (including holiday pay, bonuses and expenses or commission owing) and when you understand you will receive it.

Arrange a meeting with your manager as soon as possible. *Don't let time drag*. Your new company is keen for you to join them. If there is nowhere very private at your place of work, suggest having a coffee somewhere or meeting after hours.

Prepare what you are going to say and don't forget to take your letter of resignation. Don't leave it on your desk for your boss or another colleague to find and don't give it to him/her and go back to your desk! This is one letter that will need to be discussed

Handling Counter offers and other points to remember:

The "Counter Offer"

Some companies have been known to respond to resignations by tabling a counter offer in order to convince you to stay.

The 'counter-offer' can take many forms: a straight forward salary increase, additional company benefits, a promotion or a new job title, additional responsibility, change in role or a combination of all of these.

As enticing as a counter offer may appear, remember to keep a clear head and refer back to the reasons that you started to look for a new job in the 1st place and the reasons why you resigned. Ultimately there could be a number of reasons why an employer might want you to stay, which could include:

- It might mess up their budget to re-recruit
- They have not got time to re-recruit
- Replacing an employee can be expensive
- It may affect their staff retention rates

If you have gone through the recruitment process in the hope that you may get a counter offer (since a colleague did, for example), then you are playing a very dangerous game.

There is rarely a good reason to accept a 'counter-offer' and stay where you are. You wanted to move; you've been through the recruitment process, been successful and secured your ideal job that ticks all your requirements. In accepting the 'counter-offer', your employer is aware of your unrest and dishonesty in going to an interview and whilst the offer may appear attractive, it may affect any future pay rises, promotional prospects and training opportunities.

Do not let an unexpected 'counter-offer' halt your progress. Take it in your stride, thank your employer for the opportunity and reaffirm your intention to leave.

Then, start sorting out you're leaving drinks and look forward to a new chapter in your working life.

Bad Mouthing

Some companies are desperate not to lose staff. If you hear of a worrying piece of information about your new company, PLEASE call your new company or Barker Munro to dispel the rumour.

Emotional Blackmail

A great deal of pressure can be placed upon individuals by companies to get employees to stay, since it is very costly and time consuming replacing valued members of staff. Often if the resignation meeting hasn't gone well, we have heard reports of the following: threats not to pay wages or a bonus already earned, threats to give a bad reference, threats of loss of entitlements to a prize you've won or discounted holidays already booked and many other nastiness. There are employment laws protecting your rights. Try to recognise these threats for what they are - just threats. However always seek advice.

Peer Group Pressure

Companies are not the only ones sad to lose good members of staff. Colleagues are often distressed and disorientated at a team member leaving and will try many levels of persuasion to get you to stay, often so they can be happy. When you have been with a company a long time this can be difficult, as you have been very used to the way things are run and have probably earned a lot of respect. However, all good things must come to an end and there is nothing to stop you keeping in touch with your colleagues socially.