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# Hospitality Group Training

## Fact Sheet

# Resigning

### How to Leave your Current Job

First of all, be sure that you really do want to resign. Then, handle your resignation as carefully as you would handle any other business endeavor. Handle it professionally and don't gossip with colleagues before you advise your reporting manager. It's always wise to not burn bridges. You never know when you will need your past employers for a reference.

### Give Notice

If you have an employment contract that states how much notice you should give, abide by it. Otherwise, it's appropriate to offer two weeks notice.

If you are already signed to an apprenticeship or traineeship, you will need to discuss your intent to resign with Apprenticentre.

### No Obligation

If your employer asks you to stay longer than two weeks (or the time period in your contract) you have no obligation to stay. Your new employer will be expecting you to start as scheduled, and in a timely manner. Offer assistance and be flexible where you can, without compromising your new position.

### Write a Resignation Letter

Regardless of how you resign, write a resignation letter. A resignation letter can help you maintain a positive relationship with your old employer, while paving the way for you to move on. You never know when you might need that old employer to give you a reference, so it makes sense to take the time to write a polished and professional resignation letter.

Don't say much more than you are leaving. Emphasise the positive and talk about how the company has benefited you, but, mention that it's time to move on. Don't be negative. There's no point - you're leaving and you want to leave on good terms.

Return any company property you have - including keys, documents and anything else that doesn't belong to you. The company doesn't want to chase you to get it back, and you don't want to be held responsible if it's not returned in a timely manner.

### Work diligently until your last day

Don't be known as a "short timer." People may think you have no interest in your work because you're soon leaving. Prove them wrong. You might run into your co-workers again, and the impression you leave with them could be critical in the future.

**REMEMBER - "You're only as good as your last day"**