

RSM! Recruitment
Thailand

Ready To
Resign?



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Before you storm to the bosses' office to tell him what you really think, consider that how you quit can have a big impact on your future job prospects...

Do you REALLY have to go?

Is it just THAT bad that this is your only option? Make sure you are planning the change for the right reasons. Contemplate the idea of whether a promotion, transfer or secondment to another department or branch within the business would help.

Know your rights & obligations

If you are currently under contract or working in a probationary period, you may have the responsibility to provide a certain amount of notice. Be aware of your rights and contractual obligations and seek out your union representative or legal advice if you need to.

Write a formal resignation letter

Keep your resignation letter simple, brief, to-the-point and professional. State your intention to resign and if necessary, your final date of your employment. If appropriate and relevant to your situation, include a mention regarding your readiness to train a replacement. If you wish, include a short note of thanks in the letter and wish the company well, but keep it brief. Don't use the resignation letter to air out any angry feelings towards others or the company overall.

Expect a reaction

Unless your employer has been expecting you to resign, you may be confronted with a range of reactions to your decision to resign. Don't see it as an opportunity to respond with a list of complaints and the company's failings or bad management or colleagues. Maintain a cool head and simply state clearly your rehearsed reasons for leaving. Make it clear to your employer that you wish to leave on good terms.

Don't burn your bridges

Venting about your job to colleagues or at your boss may mean losing a potentially valuable reference; you may also make it very difficult to return should you ever need to. In addition, the people you work with today will inevitably move on to other things...and as we all know, the world is smaller than we all think!

Don't feel guilty

Remember the reasons you are making the change, and focus on your next career move.

Good luck!