

# Candidate Resignation Notes

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## 1. Verbiage for resignation letter:

- **Keep it simple.**
- **Keep it vague.**
- **Keep it 'unapologetic' and with the candidate being in control of his or her career.**
- **Verbiage:**

Dear John,

The purpose of this letter is to inform you that as of June 30, 2005, I will no longer be employed with ABC Company.

I wish you the best of luck in your future.

Sincerely,  
John Q. Candidate

## 2. Outline of Resignation meeting:

### Three phases:

#### 1. Your Action

#### 2. Their Reaction

#### 3. Your Response

## **There are three ways this meeting can go (their reaction):**

### **1. They can accept your offer.**

“They can accept your offer just like all well-managed companies do. Well-managed companies know that every employee is a temporary employee and that trying to talk a grown-up out of an intelligent life decision isn’t just an insult to that person’s intelligence, it’s a disrespectful and selfish move. But I’m sure your company isn’t like that. They probably will just accept your notice, have a good and thorough turnover with you, and throw a party for you on your last day. Well-managed companies always know that their best recruiting ground is the alumni network of former employees and that trying to manipulate someone during their last few days is a futile attempt on trying to control someone who’s really in control of their career.”

## **2. Pack your bags, John. You're going on a guilt trip.**

“They can try to guilt-trip you into it. They might say things like:

- How could you do this to me, after all I've done for you? I'm really disappointed in you.
- How could you do this to the team? You'll be letting them down.
- How could you do this to the company, especially right now when we need you the most?

Understand that your boss is only human and is reacting to very bad news that affects him personally. He'll get over it with time and everything will be back to normal soon. Everyone is replaceable. When he starts doing this, just keep focusing on the turnover. Say something like, 'Joe, my decision is final and we need to focus on the turnover. When would you like to start?'

If he still keeps trying to guilt-trip you into it, keep bringing up the turnover. If he starts getting vindictive and emotional, say, 'Let me give you twenty minutes and I'll come back and we can start the turnover process.'

Remember that this is like the shot you used to get when you were a kid. The drive to the doctor's office is always worse than the shot. It's a quick meeting and once it's over, you won't feel the anxiety anymore. You'll feel the burden lifted off your shoulder as you start a new chapter of your life.”

### **3. They can selfishly try to talk you out of it.**

“They can selfishly try to talk you out of it. They’ll try to say things like:

- Before you make this official, let me talk with management and see what we can do to keep you here.
- Before you make your decision, why don’t we try to see if we can work this out?
- Why don’t we just forget about the whole thing and pretend that it never happened. What can we do to keep you here? You’re a very important person to our company.
- Why don’t we just talk about how I/we can change to keep you here?
- Can you tell me why you decided to leave? Where are you going to go?

Remember that companies never change based upon the conversation given at someone’s resignation meeting. You don’t have to tell them where you are going or why you are leaving. If they keep pressing you, tell them that you’ll send them an email in a few weeks with your new contact information. If you tell them where you are going, it could open it up to competitor-bashing and that could make the meeting take an unprofessional turn.

If they try to talk you out of it, then say, “Joe, listen, I’ve already turned my notice in and I’d hate to have to reject you again. I respect you too much for that. Instead, I need for you to accept my resignation and start focusing on the turnover because we don’t have much time.”

Remember that keeping you there is what they see as a temporary solution to a permanent problem, and you’ll be the one who ends up disappointed in a few months once they find your replacement. When you tell your employer that you’re leaving, it means that you’ve been talking with competitors on company time, so your trust is always

going to be in question. When it comes to you and someone else considered for a promotion, it won't be you. Why should they promote someone whose loyalty is questionable? That's why you need to be firm, and remember that this is your meeting and you are the one in control of your career, not your employer. If they keep pressing you to stay, you can tell them this:

'Listen, I've already made a career decision to join another company and have given you the professional courtesy of a two-week notice. If you choose not to accept my resignation and say one more word about me staying, I will leave immediately. It's your choice. When do you want to start talking about the turnover?'

That's it, Joe. Are you okay with all of this? How do you feel? When are you going to talk to your boss? Great. I'll check in with you later that day just to make sure you're doing okay. Do you have any questions?"

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