



Keeping cool: Kauser Kanji

Resign yourself and be Diplomatic with bosses

By Barbara Oaff

The temptation to storm into the boss's office with a few home truths can be almost irresistible. But resist – especially if you are about to resign.

Experts agree that how you leave your job can be crucial to future career success.

If you are at all unprofessional, your actions will almost certainly come back to haunt you, says Kauser Kanji, sales and marketing director from the workplace website I-resign.com.

'You never know when you are going to need a reference,' he says. 'And you never

know when you might bump into your colleagues again.

'Imagine how you would feel if you bad-mouthed people in your company, only to find that they popped up again either as clients or colleagues.' In the end, even the most exasperated employees manage to keep their cool, says Kauser. 'Usually there is a realisation that telling your employer the truth, the whole truth and nothing but the truth is just a fantasy. Most people realise the consequences of what would happen afterwards.'

But there is a right way to bid good riddance to the boss.

Jane Barrett of London-based career coaching service Workmaze says that resignation time is not the moment to be spontaneous – 'A planned approach is best.'

Barrett advises considering first how to communicate the resignation. Those who choose a face-to-face meeting should plan what they want to say and book a time with their manager to say it.

Those who prefer to write should keep it short and simple. Barrett says: "Don't commit anything to writing that puts down your employer or your time with them."

Instead, she advises employees to try to be

as upbeat and positive as possible. Before reaching the exit, there is a chance that you may be given a counter-offer.

Your boss might try to keep you by offering further training opportunities, more money, or even a promotion.

Finally, check that the legal issues associated with your resignation are in order.

Adrian Berry, barrister and author of *Dealing With Your Dismissal*, says those about to resign should provide the right notice period according to contract; complete any outstanding tasks; organise any ongoing notes and files; and be sure to get payment for holidays owing.