

How To Hand In Your Notice

Leaving a role professionally is important for maintaining positive relationships and securing future references.

Before handing in your notice, check your contract to understand your notice period. Choose an appropriate time to speak with your employer and be respectful and professional.

Resignation letter guidance

Your resignation letter should be clear and polite. Thank your employer for the opportunity and confirm your final working day.

Example:

“Please accept this letter as formal notice of my resignation. In line with my notice period, my final working day will be [date]. I would like to thank you for the opportunities and support during my time here.”

Remain professional during your notice period and complete any handovers fully.

If you need advice before resigning, speak to your recruiter.