




Resignation Guide

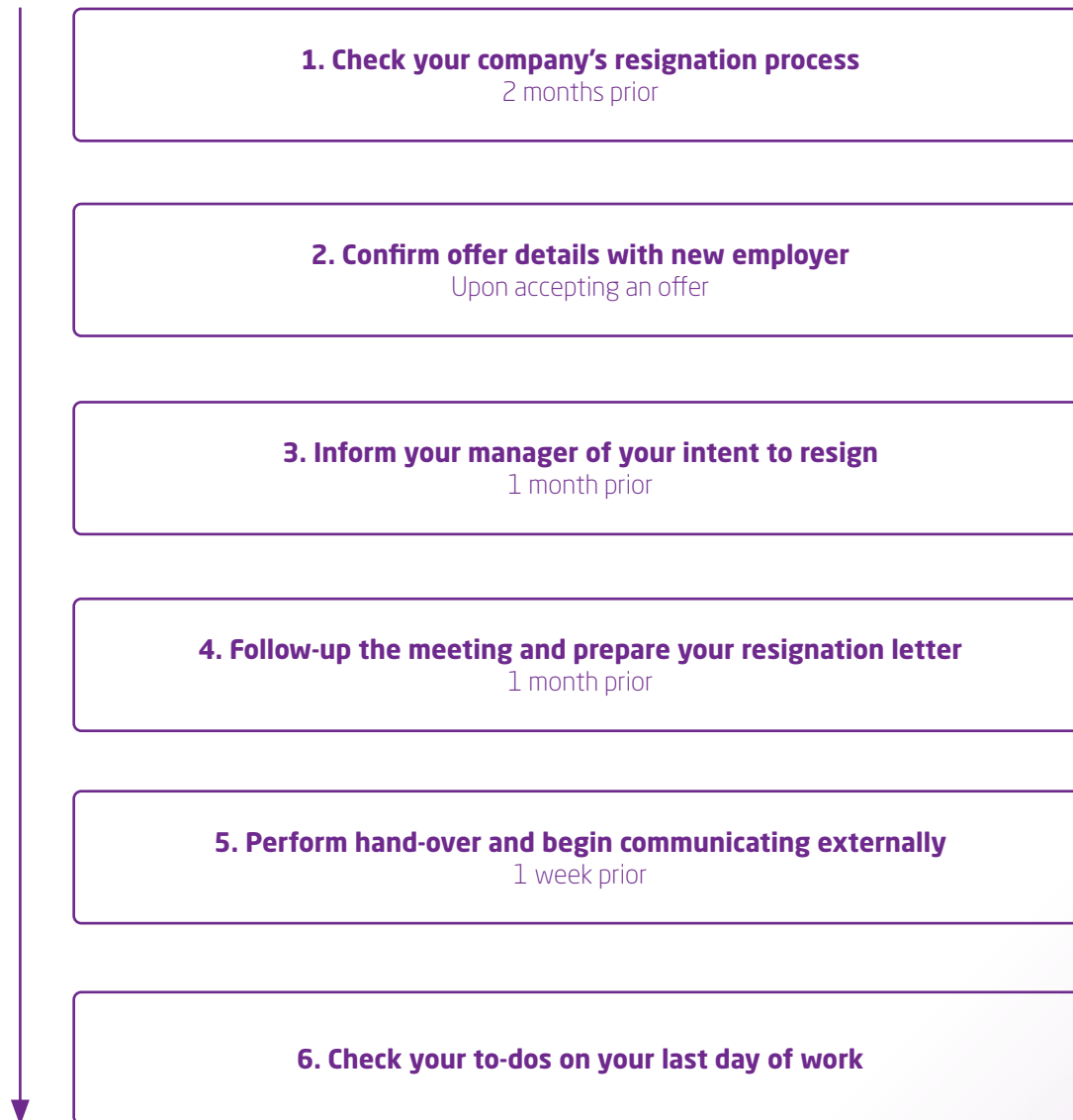
Tips & Advice



If you recently accepted an offer from another company, congratulations! We hope that you're one step closer to achieving your goals or dream job.

That said, some of you may be worried about leaving your current role. We all know that leaving a job can be more difficult than expected, and sometimes awkward. Whether you loved or hated your job, you want to make sure you're leaving on the best possible terms. You never know when paths may cross again, or how your present colleagues might impact your career in the future. As such, we have put together a handy guide to help you through this process.

Stages and timelines when accepting a new job offer



1. Check your company's resignation process (At least 2 months prior to leaving)

Find out the official resignation process of your company

This should be detail in your company's Terms of Employment.
In many cases you can find it on a company portal or intranet.

Confirm your notice period

In Japan, the standard notice period is 14 days before resignation. However, it is suggested to notify your intent at least a month before. Companies may also have different employment terms so be sure to confirm the official process.

2. Confirm offer details (Upon accepting an offer from a new employer)

Confirm your start date

Check through your offer letter and verify all the details

If you're in the midst of any other interview processes, inform the relevant parties and withdraw yourself from them

3. Inform your manager of your intent to resign (1 month prior to leaving)

Set-up a meeting with your manager

Even if you're working remotely and can't meet your manager face-to-face, make time to inform them one-on-one. Don't send a resignation letter by mail or email without telling them of your intent beforehand.

* Don't share intent to resign with co-workers yet. Your direct manager should be the first to know. If your manager finds out by overhearing or through rumours, it reflects poorly upon you. You can inform colleagues after you've spoken to your manager.



4. Follow up the meeting and prepare your resignation letter (1 month prior to leaving)

Decide upon your resignation day

Ideally, your resignation day should be a day before the start of your new job to ensure a smooth transition of health insurance or any pension processes. You might be asked to stay longer due to various reasons such as busy season or the lack of a replacement, but unless your resignation date is decided, your new employer will not be able to confirm your start date. Inform them that your intention to resign is firm, and that you have already decided on your start date with your new employer. Let your manager know that you will do the best you can in your remaining time.

Communicate your last day to your new employer

Once your resignation date is confirmed, inform your new employer immediately.

Decide on your last working day

Your last working day may not coincide with your resignation day due to remaining annual leave that you accumulated. As such, most people end up with at least a week between their last working day and their resignation day. Depending on your workload or handover schedule, your manager or company may also ask you to extend your last working day. As an employee, you have the right to either accept or turn down this request. If you do decide to accept this request to help your team, be sure too consult your manager and/or HR department to issue a pay out for your remaining annual leave days.

Prepare a resignation letter and submit it to the relevant personnel

Use a company specific format, if any or you can download the [general template here](#).



How to communicate your resignation professionally in your current organisation?

There isn't a need to disclose the reasons for leaving or your new employer

Whatever your reasons for resigning, "personal circumstances" should suffice, and there is no need to clarify the details. Your manager may ask about your new job, but you aren't obligated to tell them. It's possible that your manager may know someone in your new organisation, and you want to ensure you avoid any gossip or rumours about yourself. A good excuse can include the fact that you haven't told anyone about this new role and would like to keep it to yourself at this point of time.

Avoid negative feedback

You don't want to muddle your resignation with negativity, especially if your reason for leaving the current company involves work environment or relationships with your co-workers. Instead, you could prepare some positive reasons in advance, such as wanting to try a new career or acquire new skills.

If you receive a counteroffer...

A counteroffer is an offer from your current employer or manager to keep you on. For example, you may be offered a bonus increase, a promotion or perhaps better benefits. In this case, you need to think carefully about the following points:

- 1. Will you be comfortable with managers already knowing of your intent to leave?**
Despite counteroffering you, your manager may change their perceptions of you as an employee. For example, it may affect future chances of promotions or growth as your loyalty to the company may be questioned.
- 2. Can a counteroffer resolve the dissatisfaction that led you to seek a new role?**
You may be able to get a short-term raise or promotion, but you need to consider whether this is a long-term solution to your dissatisfaction. It is also worth considering whether it will help you achieve your career goals and desires. Most importantly, think about your motivations.
- 3. Is the counteroffer just a verbal promise?**
Sometimes people may say things just to keep you around, so you need to ensure they are in a written form. In fact, most people who receive a counteroffer and decide to accept it often end up changing jobs within a year. To avoid being misled by short-term promises, be sure to assess your current challenges and career goals before making a decision which can enable you to overcome those challenges and achieve your goals.



5. Do a handover and start to communicate externally, especially if you are in a client-facing role (at least 1 week before)

Schedule your handover

Schedule your handover in a way which you will be able to complete it before your last day of work. Prepare a handover document to make the tracking and reporting much easier.

Collate your usual tasks, list of customers and clients, and progress of ongoing projects (if any) into one document

Put all necessary materials and files in a place where your successor can access

Inform your clients (if any) that you are leaving the business and use that opportunity to thank them for their support. Alternatively, you may have other stakeholders which you will also need to inform.

If a successor has already been assigned, use this chance to introduce them as well.

6. Check your to-dos on the last day of work

Exchange any contacts with your manager and colleagues (if necessary)

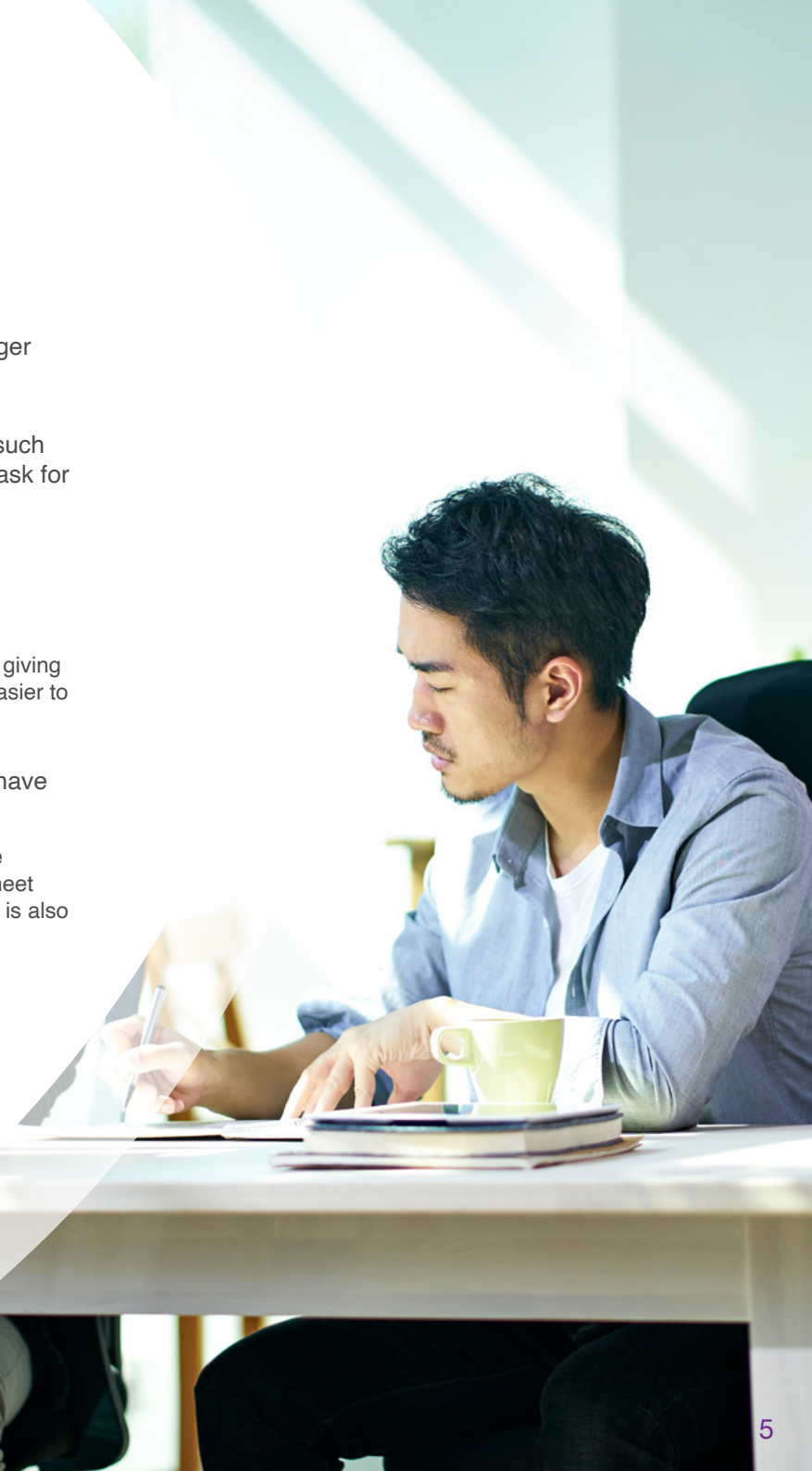
Return any company devices or items, such as a mobile phone or laptop (ensure to ask for the process in advanced)

Ask for a LinkedIn recommendation

If you have colleagues with whom you have a good relationship, ask them for a LinkedIn recommendation. If you return the favour by giving them a recommendation first, it'll be much easier to get one back.

Show your gratitude to the people who have helped you in your role

First impressions are important, but so is the impression you leave with. If it's difficult to meet your colleagues in person, sending an email is also a good idea. Be sure to leave gracefully.





Life Sciences

In order to have a fresh start at your new job, it is important to be responsible and show your sincerity throughout the resignation process at your current role. It is also possible that the network you have built at your current job will come in handy in your future career.

Real Life Sciences is here to support you at every step of this process – whether you're at the start or end of your current role. If you have any questions or concerns, please do not hesitate to contact us.

We wish you a smooth exit process!

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