

IMPLICOR ISSUES

EXIT CHECKLIST

What do I have to do before and after resigning from my employer?

You have just been offered and accepted a new position – and it is time to resign from your current one. Resigning is never an easy nor a pleasant task here are some handy hints:

- Make sure you put your resignation in writing. It is important that in your letter you thank your Employer for their time and effort they have invested in you, that you have appreciated them and enjoyed your time there. (See reverse for a sample resignation letter).
- Redirect any personal mail from the office.
- Change work contact numbers & emails on all contacts such as Doctors, banks, service providers, etc.
- Changing work contact emails for all friends, family and business associates.
- Remove all personal affects such as coffee mugs, plates, luncheon containers from the kitchen
- Check all drawers for personal affects. DON'T take company property such as pens, clips, diaries, organisers, phones, binders, portfolios etc.
- Check your home for any office literature such as books, training manuals etc.
- Make arrangements for Novated leases.
- Check arrangements for health insurance if it was part of your salary package.
- Remember to say thank you and goodbye to all your immediate associates providing future contact numbers.
- Make arrangements regarding personal contributions for superannuation and salary continuance.
- Remember most companies have restrictive covenants regarding information disclosure and contacting of Clients.
- If you have been with the company for a while, (and obviously depending on how well you get along with your colleagues as well as how your Employer took your resignation) - organising a farewell function for yourself is a good way to maintain business relationships and be remembered in a positive light.

Remember if you are walked off the premises, that is ok too - after all you want to leave!



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For the employer, employee and
employment

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IMPLICOR HUMAN RESOURCES

SAMPLE RESIGNATION LETTER

Dear _____

Re: Employment

I want to take this opportunity to express my appreciation for all the time and training that you have invested in me; I have truly enjoyed my experience with your organisation. Because being a part of your team has been so important to me, it is with sadness that I tender my resignation with two weeks notice effective <<*insert last day & date of employment here*>>.

I hope that we can conclude our business relationship in such a way that we will remain on more than amicable terms. If in the future we find our paths crossing again, I hope that I will be welcome to return to your organisation.

Once again, I am sincerely thankful for all that I have learnt and experienced whilst working with you.

All the best to you, <<*company name*>>, and the rest of the team.

Yours sincerely

<<*Your Name*>>