

News

Quitting? Do so on a good note

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Whenever one leaves an organisation, experts highly recommend doing so on a good note.

Saying goodbye is not as easy as we think it is. You may have put in your papers but you still have a responsibility towards your team and everyone who has been with you and worked with you during your tenure. Here's how to make quitting an easier experience for everyone.

The trickiest days are those left after one's resignation has been accepted – the dreaded notice period. "Generally, the notice period would be for one month or the first 15 days; not everyone except the inner circle would be aware of the resignation. Slowly, the word spreads across the organisation and by the last week of your notice period, almost every member in the team/organisation will know. This last week is quiet crucial as there would be curiosity everywhere to know as to why the employee is quitting. This is the time when we hear a lot of sour stories of the team," cautions Prof. Savitha G R – faculty HR, prin. L.N. Welingkar Institute of Management Development and Research, Bangalore.

"The right process to follow is to first have a one-on-one meeting with the reporting manager and state the intent to separate and the cause behind that decision. It should be followed with an assurance to the manager that any knowledge transfer or unfinished activity will be duly carried out prior to the person's last working day in the organisation. It is important that the reporting manager is convinced that the reason for separation sounds convincing and is well-deliberated. Even if the reason for leaving is due to actual or perceived bad treatment by the manager/colleague or some other organisational issue (culture, process, etc), it is vital to inform," advises Partha Patnaik, AVP- HR and admin, Four Soft.

Nikul Shah, president global HR and corporate services, Omnitech InfoSolutions Ltd lists some do's and don'ts:

Prepare for your notice period; forecast a proper time-frame for giving overall tasks;

It is important to come to a consensus with regards to the projects that are to be completed with your employer;

One should prepare himself/herself emotionally. Accepting one's departure may be greeted with contradictory rejoinders by colleagues;

Espouse the same attitude in the concluding months with a firm as in the initial ones. Those first parodies may have counted, but the latter will linger.

Whatever may be the reason behind your resignation, your team-mates have been with you through thick and thin. And according to Shah, you owe it to them to:

Share information with your team-mates and other co-workers and inform them of your departure. It is very important to be polite and thank each one of those who have been instrumental in your success and for all the help they have offered during your tenure;

Gather the contact numbers and e-mail addresses of the folks you want to be in touch with. It's important to create a network of professional and private contacts. These contacts can be contributory in your future;

Allow them to take you out for lunch if they offer. It would be quite rude to turn down your team-mates or colleagues because you "don't feel like celebrating". This may make you feel good;

Stay as precise as you can about what you'll miss. Express your feelings and gratitude well;

On your last day, bid farewell individually to each and every one who mattered to you. Greet anyone with whom you've had a friendly and professional relationship.

Consider leaving small farewell goodies for somebody who has been exclusively imperative to you.

Thus, quitting can be made as painless an experience as possible for both you and your team-mates with the right attitude and practices.

— **Ankita Shreeram**