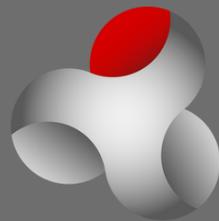




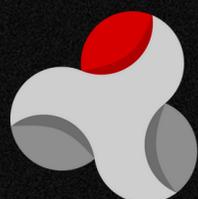
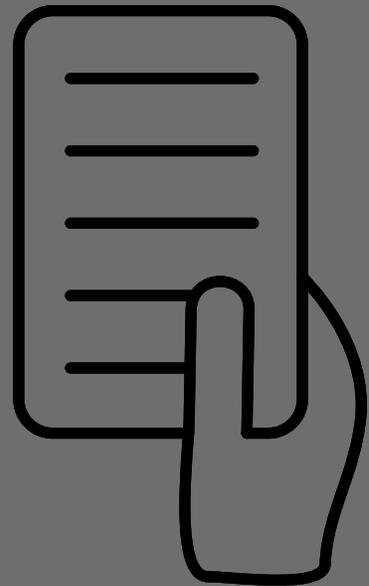
RESIGNATIONS 101



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Writing a professional resignation letter after accepting a new position is important to maintain a positive relationship with your current employer and leave on good terms. Here's a step-by-step guide on how to do it:

1. Choose the Right Time: Before you submit your resignation, ensure that you have all the necessary details about your new position, such as start date and any potential training or onboarding requirements.



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2. Write a Formal Letter:

Header: Include your name, address, phone number, email address, and the date.

Recipient's Information: Include your manager's name, their title, the company name, and the company's address.

Salutation: Address your manager formally, using their title (e.g., "Dear Mr. Smith" or "Dear Dr. Johnson").

Opening Paragraph: State that you are writing to formally resign from your current position. Mention your gratitude for the opportunities and experiences you've had at the company.

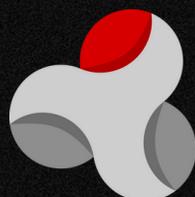
Middle Paragraph: This is where you can explain that you've accepted a new position elsewhere. Keep it concise and professional, mentioning the name of the new company and your start date. Express your excitement for this new chapter in your career.

Transition and Appreciation: Mention that you will work to ensure a smooth transition during your notice period. Express your willingness to assist in finding a replacement or training your successor. Also, express gratitude for the knowledge and skills you've gained while working at the current company.

Closing Paragraph: Offer your best wishes for the company's continued success. Thank your manager and colleagues for the support and collaboration you've experienced.

Complimentary Close: Sign off formally, using phrases like "Sincerely" or "Best regards."

Your Name: Sign your name above your typed name.



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3. Keep It Positive and Professional: Focus on the positive aspects of your time with the company and your excitement about the new opportunity. Avoid negative or critical remarks about your current workplace.

4. Maintain a Professional Tone: Your resignation letter should be formal and respectful. Avoid sounding boastful about your new position or overenthusiastic about leaving.

5. Deliver the Letter: Print the letter, sign it, and deliver it in person to your immediate supervisor or the appropriate HR representative. If an in-person delivery isn't possible, email the letter as an attachment and follow up with a phone call.

6. Offer a Transition Plan: During your notice period, be proactive in helping your team transition smoothly. Train your replacement, document your responsibilities, and offer assistance in wrapping up any ongoing projects.

7. Stay Professional: Even after you've submitted your resignation, continue to perform your job duties to the best of your ability. Maintain your professionalism until your last day.

8. Express Gratitude: After your last day, consider sending a thank-you note or email to your former colleagues and supervisors to express your gratitude for the time you spent working together.

Remember, resigning professionally helps you leave a positive impression that can be beneficial for your future career endeavors.

About Red Dynamics

Most of our clients at Red Dynamics are currently experiencing growth or are in high-growth stages. They typically fall within the startup phase, transitioning towards commercialization, or enhancing their corporate structure. We derive immense satisfaction from guiding our clients through these transformative phases, which are pivotal moments in a company's lifecycle.

Throughout each engagement, we furnish our clients with comprehensive Statistical Updates. These updates offer a data-driven overview of our progress, market insights, and the current status of the search. If adjustments or recommendations are warranted, we incorporate those as well. This service is highly beneficial to our clients, enabling them to navigate dynamic markets and make informed decisions to fill crucial roles and advance their organizations.