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**Resignation & Counteroffer Guidance**

*Helping You Transition Smoothly into Your Next Role*

Making the move to a new role is exciting—but we understand that resigning from your current position can feel daunting. At KC Group Recruitment, we’re here to guide you through every step of the process, including what to do if your employer makes a counter offer.

**How to Resign Professionally**

Here’s how to handle your resignation with clarity and confidence:

**1. Check Your Contract**

* Review your **notice period**, any **garden leave clauses**, and what’s required in writing.
* Note any conditions around final pay or unused holiday entitlement.

**2. Prepare a Formal Resignation Letter**

Keep it professional and simple:

* State your intention to resign.
* Include your final working day (based on your notice period).
* Thank your employer for the opportunity. We can provide you with a resignation letter template if needed.

**3. Speak to Your Manager First**

Arrange a face-to-face or video meeting (if possible) before submitting your written resignation.

* Be calm, professional, and positive.
* Avoid negative feedback—it’s best saved for an exit interview.

**4. Be Prepared for Their Reaction**

Some managers are supportive; others may be disappointed or even surprised. Stay focused on your reasons for leaving and your excitement about the future.

**How to Handle a Counteroffer**

It’s flattering to be asked to stay—but it’s also a moment to pause and reflect carefully.

**Ask Yourself:**

* Why did I want to leave in the first place?
* Will this offer fix the core reasons I was looking elsewhere?
* Is this just a short-term incentive to keep me?

**The Reality of Counter Offers:**

* Over **80% of people who accept a counter offer** still leave the company within 6–12 months.
* A pay increase or promotion now may not change your long-term job satisfaction or career growth.

**Our Advice:**

* Don’t let emotion or guilt drive your decision.
* Talk to your KC Group consultant—we’ll help you assess the pros and cons with a clear head.
* Remember: you’ve earned your new opportunity and made your decision for the right reasons.

**Final Tips for a Smooth Transition**

* Stay professional until your last day—leave on a high note.
* Offer to help with the handover process.
* Maintain good relationships—it’s a small world, and your network matters.