



(Verbal resignation)

I wanted to let you know that **I have accepted an offer to go to work with another firm** and this is my formal two weeks notice.

While I have thoroughly enjoyed working here and this is no reflection upon you, the company or the great opportunities you've afforded me; this is simply a tremendous opportunity that I could not afford to pass up.

I have thought about this a great deal, **this is a decision I haven't come to lightly and I know you'll respect my decision on this matter.**

I do want to thank you for the opportunities that have been extended to me while I have been here. **If there is anything I can do in the next 2 weeks before leaving** to assist with the transition to my replacement please let me know. I want to make sure things go as smoothly as possible

Thank you for past consideration.

This verbal resignation can be changed to suit your personal style however, the 2 key phrases are underlined and in bold. These are the keys to reducing the odds the company believes you are seeking a counter offer. The advantage is simple and obvious.

- If you aren't seeking a counter the last thing you need is the stress associated with your company aggressively trying to "talk you into" staying and playing on your loyalty, guilt and/or emotion.
- If you are interested to see what offer they would make as a counter you should approach them long before you begin interviewing. Only when they "have nothing to lose" will they give you a somewhat accurate gauge of where you really stand. Waiting until you resign is like holding a gun to your head. Ultimatums are never accurate forums for this type of analysis.