



## **RESIGNATION DOs & DON'Ts**

People change jobs for a variety of different reasons, and it is highly likely you'll find yourself in that spot at some point in your Medical Affairs career. How you resign from a job needs to be as considerate, graceful, and professional as possible for numerous reasons. The biggest one being that Medical Affairs is such a small world! Your goal should always be to end on a positive note because you never know when your paths may cross again. An employee who resigns in a thoughtful manner will come away feeling more confident and prepared for their new endeavor while also preserving their professional network.

With resigning comes change, and change can bring about a lot of emotions. PharmaFinders is here to make the resignation process as streamline and stress-free as possible. We have gathered some big "Dos" and "Don'ts" to help guide you through the resignation process.

### **What to Do When Resigning:**

- Provide adequate notice. Two weeks' notice is the standard amount of time you need to give your former employer. If you give less than two weeks, you could possibly be leaving your former employee in a tough spot with ad boards, initiatives, etc.
  - o If you anticipate needing to give more than 2 weeks' notice, notify your recruiter and potential new employer as soon as possible. Timeline for starting your new job should be an ongoing conversation.
  - o Base your two weeks' notice off of the date for when you would clear your background check. It is RARE we see wild things come back on a background check, but you need to protect yourself and make sure you've cleared before you resign- just to be safe.
  - o Be prepared for your current employer to ask you to return your computer and company resources immediately. This happens often and is not cause for alarm.
- Call your manager to notify them of resignation. They are the ones who deserve to know first so they can make arrangements for your departure as necessary. You don't want to surprise them with an email, give them a quick call and follow-up with the more formal email.
- Create a formal resignation letter to send to HR and your Hiring Manager (template below). This should be brief, clear and concise. Make sure to include your name, contact information, current position and effective resignation date.
  - o Do not feel obligated to let your employer know where you are going or your reason for resigning. ("I'm not comfortable sharing that until I officially start, I hope you can understand. I am happy to share that once it's official.")
  - o Do make sure you express gratitude for all those you worked with.
- Offer any help during the transition. That includes off-boarding any initiatives and the training associated with it. They might not want you to work out your 2 weeks, but at least you're offering to help and leave them in the best position possible.

## **What NOT to Do When Resigning:**

- Don't be negative. That includes putting anything negative in writing or telling negative examples during an exit interview. Even if there were people who you didn't love working with- burning that bridge on the way out of your company could really come back to haunt you down the line. Take the high road, you're on to bigger and better things anyhow!
- Don't brag about your new job. This could pour salt in the wound and you might end up unknowingly upsetting your colleagues.
- Don't leave without saying goodbye. You don't have to give everyone the extended version of why you're resigning- but just to acknowledge you enjoyed working with them and hope your paths cross in the future.

## **Don't Forget About a Counter Offer!**

This is a common myth when it comes to resigning, and that is that "My company would never offer me a counteroffer!". It is always better to be prepared for a counteroffer, so you know how to react and prepare.

We highly recommend against accepting a counter offer for many reasons.

- Consider what were the reasons you began looking for something new in the first place (bored in current role, underpaid/overworked, unappreciated/undervalued, concerned about longevity with portfolio, poor management/leadership, lack of strategic direction, limited scope of role, etc.)? Will a counter offer change those things?
- Most likely they'll offer you more money to stay and that won't resolve underlying issues. It's no secret that hiring new employees is more expensive than retaining talent, and they could be just trying to save the organization money by not having to hire/train someone new. Not only that, but why would a company decide to give you a salary increase right when you are already halfway out the door?
- Often, in a desperate attempt to keep you- they will dangle carrots in front of you with lots of promises of things to come. Most often those won't come to fruition and you'll be out looking again within 6-12 months anyhow. Even if those things are realized, will you be resentful that you had to potentially threaten to leave for them to recognize your worth?
- Trust will likely be damaged, and they'll always have that question in the back of their mind if you're truly loyal to them if you do end up accepting a counter offer. In pharma, with downsizing/reorganizations being a regular occurrence, they will surely keep your name at the top of the pile if the time comes and they need to make cuts.

Be mindful of all your options so that way you are prepared for whatever is thrown at you after you have made your former employer aware of your resignation. If you are countered and need to decline, be firm but gracious: "I truly appreciate the offer, but I have made my decision to move on.".

## Sample Resignation Letter:

Subject Line: Resignation – Name

Date

Dear (Dr., Mr., Ms),

I'm writing today to let you know that I am resigning from my current position as Position Title at Company Name. My last day of employment will be Date.

I want to thank you for the opportunity to learn and grow within my career at Company Name over the past tenure. I have enjoyed working here and appreciate the professional guidance and support.

Please contact me with any questions, and I will be happy to help with any preparations you need to make this transition as smooth as possible.

Sincerely,

Name

Email

Phone Number

Address