



## When an Employee Resigns

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The marketplace has changed and more and more people are looking to make a change in employment right now, than in the past two years. Some of your people will be leaving your company as they have wanted to make a change for quite sometime, however, were reluctant to do so because of the perceived unrest in the economy. It maybe the fact that your direct competitor is looking to add talent to their staff, and there is the lure of greener pastures. So what do you do when it's 2:30 p.m. on a Friday afternoon, and you hear a weak knock on your door?

One of the employees you manage asks, "Is this a good time to talk with you?" as they hand you his or her letter of resignation.

As a manager, you must come to expect this. People resign from their jobs every day. The question is, now what do you do? There are a few options you should consider, and many different emotional feelings that you will experience. Remember this: It is a very emotional time for the person resigning, too. Resigning from a company is very stressful, and hopefully you will handle this news professionally.

The individual is most likely giving you the "customary two weeks notice." Depending on the company policy and the level of the person leaving, the "two weeks notice" is just fine for a smooth transition. If it is a key person within the company, such as an officer or a manager/supervisor or in some instances even a non-exempt employee, two weeks notice, although given, is not necessary and that day may be their last if you choose. There are many stories of an employee being walked out to the car and the locks changed on the doors for security reasons.

You may ask a series of questions about the reasons for the employee's decision to leave or where he or she is going, but this is useless idle conversation. You may be tempted to give a counter-offer to this person in the way of more money, benefits, special considerations such as reduced hours or job sharing, or an even attempt to resolve the underlying problem in order to keep this person with the company. Employees are becoming more aware of this tactic and occasionally may attempt to use it to their advantage. All the reasons a person chooses to resign are not going to go away if they elect to stay.

The two weeks after someone gives notice is becomes one of the longest two week periods in their life. They have already mentally left the company. Some employees may use this resignation time in hopes of getting a counter-offer. Many feel injured if there is no fuss or counter-offer given.

The decisions you make when an employee resigns will be based on the current situation and the individual involved. Do you feel you can trust this person over the next two weeks with company information? Do you believe there will be an honest effort

made to complete assigned work? How will it affect the morale of co-workers? Is it necessary to allow this person to work the two weeks because you can't spare to be short a person right now? Keep this in mind as you react to this unexpected news. Always, handle this in the same manner as the employee is doing and that is in a professional manner. You must focus on how you will move forward with job responsibilities without the employee and know that in the end, the overall result will be for the better of the company. You can survive without them.

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