

How To Hand in Your Notice

Naturally, as a consequence of moving on to another role, you will have to tell your current employer that you are handing in your notice. This can be a daunting experience for even the most confident lawyer! Read our guide to make sure you leave on the best possible terms...

- **Rule number one** – make sure you have already accepted your new role before handing in your notice. Although this seems obvious, sometimes the desire to get things moving can go against you, so always secure your new position before doing anything else.
- **Put it in writing first** but be ready to have a conversation with your supervising partner as they will generally want to explore the reasons why you are leaving them.
- **Keep it simple.** Something along the lines of “Dear PARTNER, I write to inform you of my intention to serve my notice and in accordance with my contract of employment, I will leave on INSERT DATE. It has been a pleasure to work with you and I have very much enjoyed my time at FIRM NAME. However, I am moving to a role that I feel will better suit me in the longer term. Yours sincerely, YOUR NAME”.
- You will have genuine reasons for why you are looking to make a move but **do not say anything negative** about the firm, work or people...no matter how tempting!
- We have heard some horror stories over the years as to what will be promised if the candidate stays with the firm... **Be very wary of the counter offer.** You have been warned. Don't be flattered by the promise of bigger better things. Chances are your loyalty card has expired and as soon as you can be replaced, you will (you may not lose your job, but do you really think the juicy and exciting work in the future will go to someone who has already tried to leave the firm...?).
- If you are not placed on ‘gardening leave’, **continue to work to the same high standard** during your notice period.

For more advice and useful tips, please contact a member of Cuff Jones :

Email: info@cuffjones.com
LinkedIn: [LinkedIn](#)
Twitter: [@cuffjoneslegal](#)
Facebook: [Facebook Page](#)
Web: www.cuffjones.com

- When you announce that you are leaving a firm, you may get colleagues approaching you to say they are thinking of leaving too...try not to make it too obvious if you are recommending recruiters to them!