

RESIGNING PROFESSIONALLY: A STEP-BY-STEP GUIDE

How to leave your current company in the most respectful and professional way

Have you just accepted a new opportunity at ERG but are unsure how to communicate it to your current employer?

Here are some helpful tips to guide you through the transition.

1. Meet with Your People Manager

Schedule a meeting as soon as possible with your direct manager or team lead. They should be the first to hear the news so they can plan an appropriate handover. Take this opportunity to explain what led you to your decision and, where possible, open a dialogue to define the next steps and agree on your last working day.

2. Notify HR of Your Resignation

Inform your HR representative about your intention to resign, ideally through an in-person meeting. This will allow you to review the notice period (if applicable) and go over the correct procedure together.

Keep in mind that, since March 12, 2016, voluntary resignations and consensual terminations in Italy must be submitted exclusively via online procedures.

You have two options:

- Submit your resignation independently on the Ministry of Labour's website (www.cliclavoro.gov.it) using SPID or CIE credentials.
 - Contact an authorized intermediary (e.g., a labor union, employment consultant, certified body, patronage institute, or your local labor inspectorate office).
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3. Inform Your Colleagues

Once you've formalized your resignation with your manager and HR, take a moment to personally inform your team before the handover begins. Open and direct communication fosters a positive work environment and shows respect for your colleagues.

4. Plan Ahead

Your last day will come sooner than you think, and there will be a lot to handle. Don't let the transition become more stressful than it needs to be — start early.

Pack your personal belongings gradually and organize any documents or files your colleagues might need after your departure.

Take time to say goodbye, especially to those you've worked closely with. You can also prepare a short thank-you email for those "special" collaborators, including your personal contact details so you can stay in touch.

5. Your Final Day

Smile — a new chapter awaits, and the experience you've gained will stay with you. Take 10

minutes for final goodbyes and send the thank-you email you've prepared.
End your day on a positive note. After all, in life, goodbyes often turn into "see you later."