



RECRUITMENT: TAX MARKET INSIGHT

Maitland Kabir's Guide: When RESIGNING, what do I need to think about?

How senior tax professionals can manage complex notice periods, counteroffers, and market reputation when exiting a firm.

AT A GLANCE

Resigning from a senior tax role or partnership is a complex process that directly impacts clients, teams, and professional reputations. While emotionally challenging, managing an exit cleanly is a vital component of long-term career progression in a highly interconnected market. Senior tax candidates must approach resignation with a clear commercial strategy, treating it as a neutral business transaction rather than a personal negotiation.

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So, we have done the hard work and secured your next opportunity, and no doubt are excited about what is ahead. Frustratingly, now you will also have to resign. Resignation is obviously a daunting moment for those in the tax profession, where you work closely with clients and support colleagues and Partners who understandably you may feel that you have let down.

However, it is important to remember why you set out on the journey that has got you to this place and that resignation is a natural part of having a successful career. It is not something you should take personally.

At Maitland Kabir, we are here not only to find you your next role in your career, but we also help support you during your resignation and the time leading up to your new position.

Resignation Process:

1. Prepare your Resignation Letter.
2. Book a private resignation meeting with your hiring manager. For Partners, this might be the Tax Lead or Senior Partner.
3. Undertake Resignation meeting and send resignation letter, once completed.
4. Counteroffer (potentially)
5. Post Resignation

1. Resignation Letter

My advice is to keep your resignation letter as brief as possible. There is no need to stipulate reasons for your move or give details about where you are moving to, generally less is more as details only provide further complication when dealing with resignation meetings.

Dear [Hiring Manager],

Please accept this as my formal resignation letter from the role of [Job Title] with [Name of Company]”.

As per my notice period of [No. of weeks], my last working day will be [Date]. I would like to thank you and [Name of Company] for the opportunities I have had during my time working here.

*Best,
[Name]*

2. Booking Resignation Meeting

Once you have completed your resignation letter, book a meeting with your line manager. No need to provide information, just ensure that the date is in line with your planned start date taking your notice period into account.

My advice is to book this earlier in the day, 4pm onwards on Friday is unlikely to be received well as the aim is always to leave amicably.

3. Resignation Meeting

It is important to remember resignation meetings are fact finding opportunities for line managers to plan for a counteroffer. The reality is that losing staff members is incredibly expensive and most employers will undertake a counter offer as standard procedure.

During the meeting:

- The aim is simply to inform your line manager of your resignation.
- Tell them about your new role but discuss how you plan to discuss this with us beforehand. This part of the conversation is where employers will try and work out areas, they can provide within a counteroffer.
- Thank your current employer for their time and for your career development.
- Avoid being negative, leaving positively.
- If you are confident about your next role, you can mention at this point you are not looking for a counteroffer and would prefer not to have that conversation.
- Any negative points you wish to raise with HR, you can specify for them to be raised anonymously.

Your resignation might be a shock to your line manager and their reaction might not be perfect. If this is the case, take a deep breath and be empathetic, even if it feels tricky. They will get past their frustration with time, and it will be fine.



4. Counteroffer

60% of counteroffers will result in individuals leaving within the next 6 months, so although continuity is good for employers, it generally is not good for job movers, who usually regret turning their backs on a role they have put a large amount of energy into finding.

My key piece of advice around a counteroffer is that if you receive one, do not accept it straight away. Make sure you take time to consider your options, think about your reasons for leaving at the start of the process and talk it through with your recruiter.

5. Post Resignation

Be respectful, stay positive about your current firm and excited about your next opportunity. HR should be in touch to organise pension and untaken holiday.

Compile a good handover and focus on making a smooth transition considering your end date.

Finally, you will need to deal with the social aspects of leaving. If leaving drinks are something you would like to avoid, my suggestion is to organise a leaving lunch.

Overall, the reality of resigning is more daunting than it actually is, talk to us as you go through the process, and we will guide you step by step. Just remember that people are resigning from their roles all the time and it is a natural part of everyone's career.

This article was written with the support of a CIPD qualified HR professional.

ABOUT MAITLAND KABIR

Maitland Kabir is a UK search firm focused on senior appointments across the UK tax profession. Founded on a long-standing partnership and deep sector experience, the firm works directly with clients and candidates on senior, often discreet, searches across the tax market.

DISCUSS THE MARKET

If you would like to discuss this topic, a senior appointment or current market conditions, please contact Maitland Kabir.

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