

So Your Best Employee Just Quit...Now What?

How to React After Your Top Performer Resigns



5 Signs Your Employee is Getting Ready to Leave



More sick days

Burned-out employees are 63% more likely to take sick days and are three times as likely to be searching for a new job.

Increased online presence

Updating LinkedIn and posting resumes to online job boards **could be a warning sign** that your employee wants out.



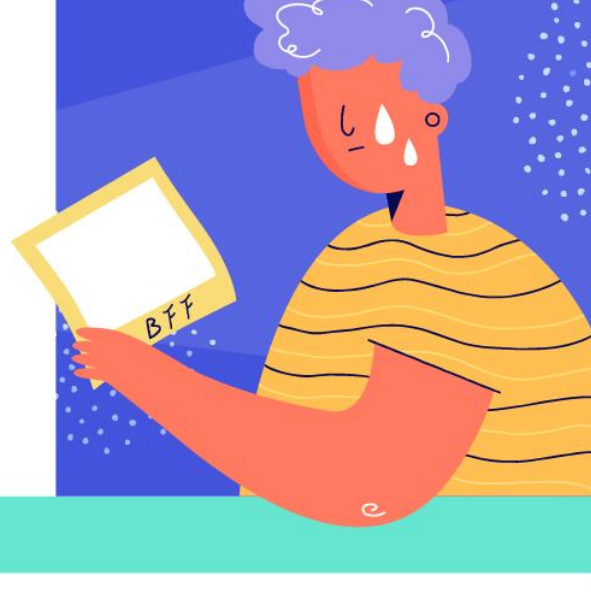
Extra hours

51% of younger employees feel pressured to work evenings and weekends, leading to increased stress.



Work friends leaving

55% of employees say that work friendships are "extremely important" to their quality of life.



Declining relationship with boss

Nearly **half of workers** would begin looking for other jobs if they felt unappreciated by supervisors at work.



6 Steps to Take After Your Best Employee Resigns



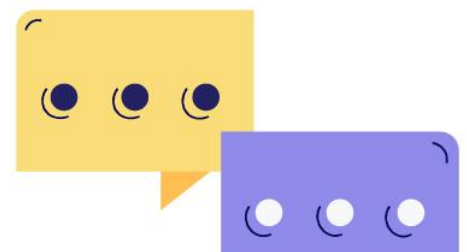
Resist the impulse to make a counter offer

80% of employees who accept a counter offer still leave within 6 months.



Review your legal requirements

Pay accrued wages and benefits, provide unemployment documents, and **review internal contracts**.



Schedule an exit interview

Get insight by **asking important questions** about their time at the company and why they chose to leave.



Announce the departure company-wide

Use a **positive tone and express appreciation** for the departing employee in your email.



Hold one-on-one meetings with everyone

Meet with **each employee** on your team to **get feedback** and reduce the chance of more resignations.



Find the best replacement to minimize impact

Take the time to find the best fit for the role even if an immediate solution isn't available.

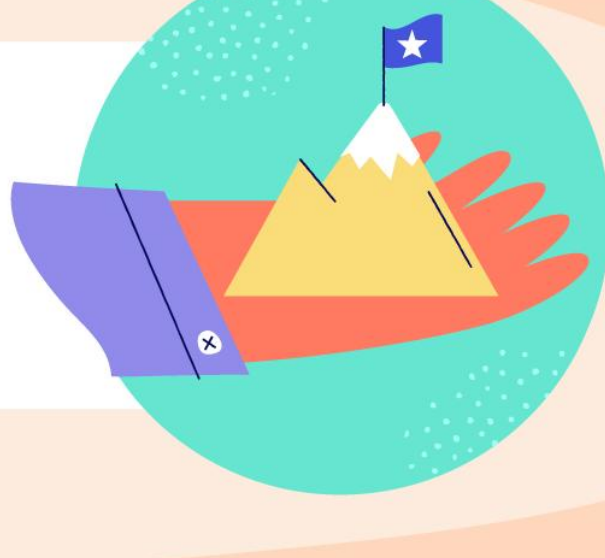
Exit Interview Questions You Should Be Asking

Gain insight into your best employee's reasons for leaving with these questions.



Why did you start looking for a **new position**?

How could we have **better set you up for success** in this position?



What could have been done to **keep you as an employee** here?

