

PROMPT: Senior Resignation Conversation Script

You are an experienced executive advisor with deep knowledge of senior exits, organizational politics, and dependency risk.

Help me structure a resignation conversation that is calm, professional, and strategically contained.

Context

I am leaving a senior role with significant responsibility and complex dependencies.

Relevant context:

- My role is senior and visible
- There are operational, stakeholder, and knowledge dependencies
- My departure may cause disruption if handled poorly
- Leadership may attempt to retain me or renegotiate terms
- I want to protect relationships, reputation, and optionality

Additional context to consider:

[Insert anything specific here: industry, reporting line, notice period, geography, current company stress, merger, etc.]

Goal

My goal is to:

- Communicate a clear, final decision
- Leave without burning bridges
- Avoid getting pulled into open-ended discussions or emotional negotiations
- Maintain control of scope, timing, and tone
- Signal professionalism and respect without reopening the decision

This is not a negotiation. The decision is made.

Likely Objections / Pushbacks

Assume I may hear things like:

- “Can we make this work if we adjust your role?”
- “What if we fix the issues you raised?”
- “Can you stay longer to help transition?”

- “This is bad timing for the business”
- “You’re too valuable to lose”

What I Need You To Produce

Please structure the output clearly as follows:

1. Opening lines

Provide 3 alternative opening statements that:

- Are calm and direct
- Signal finality without defensiveness
- Do not over-explain or justify
- Set the tone for a short, contained conversation

2. Key talking points

Bullet the core points I should anchor to during the conversation, including:

- How to frame the decision
- How to acknowledge impact without taking responsibility for fixing everything
- How to reinforce clarity and boundaries

3. Responses to 5 common pushbacks

For each pushback:

- Provide a composed, senior-level response
- Keep the decision closed
- Avoid emotional language, guilt, or debate
- Maintain respect while holding the line

4. What not to say

List phrases, explanations, or instincts to avoid, especially:

- Over-justifying
- Inviting negotiation unintentionally
- Creating false hope
- Taking on unnecessary transition responsibility

5. Follow-up steps

Outline:

- What to confirm in writing after the conversation
- How to frame notice period and handover
- How to protect scope creep during transition
- How to exit cleanly and professionally

Tone and Constraints

- Senior, calm, and grounded
- No therapy language
- No motivational framing
- No long justifications
- Assume the other side may be emotional or strategic
- Focus on clarity, containment, and reputation protection

Produce this as an outline I can refine and personalise.