



The Do's and Don'ts of Quitting Your Job

You've found a new job, are returning to school, or are just ready to leave your current position; whatever the reason, you have decided to quit your job – but how do you quit? Taking the necessary steps to leave on the best terms possible is important.

If you are leaving on good terms don't feel guilty. If not, remember that even though you will no longer have to report to that particular worksite, you will still have to report the experience on your resume.

Do: Hand in a Resignation Letter – This is a short letter that should include the current date, the date of your last day on the job, the position you are resigning from and your signature. At least two weeks notice is best when handing in your letter. You don't have to explain why you are leaving but you may choose whether or not to express your gratitude to your manager and the company for the employment and learning opportunity. Houston-job-search.com puts it well "show politeness, be discreet and display maturity when tendering your resignation. Your professional reputation is built on your actions and behavior especially when you write a resignation letter. You don't know when a favor or recommendation from your present boss will be needed in the future therefore show discretion in your job resignation letter."

Do: Clean up loose ends- Clear out your personal belongings, back up work-related files and delete non- work-related files if they exist. If the company provided you with supplies to perform your job, for example a uniform, name tag, calculator, cell phone, etc. return them at the end of your last shift or as soon as you will no longer need them, whichever comes first.

Do: Offer to help train your replacement- Depending on your position your employer may need you to train your replacement. This gesture will also show that you want to leave the company in good standing.

Don't: Badmouth the company or your co-workers- Saying negative things will erase the positive work habits that you might have been remembered for. Also keep in mind that you may end up working with or for the same people in the future so do not say anything you will regret later.

Don't: Stop Working- Don't slack off after you turn in your resignation letter. Keep your good work habits. Your last two weeks on the job is the last impression people will have of you and maybe the most memorable; not to mention you are still a key player in a business' success.

Just as there are good and bad interviewing techniques for landing the job, there are good and bad techniques for leaving the job. Adequate preparation and practice will help you to feel more confident when breaking the news to your boss.
-Good Luck!



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