



BITE-SIZED CAREER STRATEGIES

What Do Do Before Leaving A Position

Perhaps you have reached the point of no return. Or you have decided that you want to be part of the "great resignation." Or maybe you have gotten another job (congratulations!) If any of the above are true (and of course there are other reasons too), you will need to resign from your current employer. And ideally you want to do so gracefully.

- **DO NOT** forget to give notice. Two weeks is standard; depending on your role in the organization, more time may be appropriate.
- **DO NOT** burn bridges. You may need a reference - or you may decide you want to return to the organization.
- **DO NOT** take the opportunity to share everything you think is wrong about the organization.
- **DO NOT** brag about your new opportunities.
- **DO** put your resignation in writing - and provide your contact information.
- **DO** understand your separation benefits; COBRA, whether you'll be reimbursed for unused vacation pay, 401(k), etc.
- **DO** meet with your boss to personally tell them that you are leaving.
- **DO** thank you organization for the opportunity - and share something you learned or enjoyed about the job.
- **DO** offer to assist with the transition.
- **DO** return all property that belongs to your organization.
- **DO** be sure to delete any personal files from your work computer.
- **DO** say goodbye to your colleagues.

People will remember how you resign. Take the time to do it right!



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