

Quitting Your Job?



5 Tips To Resign With Grace

quirk

#1 Make Sure You're Really Ready To Quit

Think carefully about what's prompting you to leave your job. Some questions to ask yourself that may help you validate your decision:

- Am I in the right position for me?
- Am I working at the right company for me?
- Are there opportunities at my company that will help me reach my career goals?
- Am I being fairly compensated in my current role?
- Can the challenges I'm facing with my current employer be fixed?
- If you're answering no to any of the above questions, then pursuing other opportunities may be the right answer for you.



#2 Be Financially Prepared

Whether you line up another job before quitting your current one is a much-debated topic.

If you have the financial means to float yourself for several months, then quitting before having another job may be an option.

Here are two situations when quitting is merited, even when you don't have a plan:

- Something unethical or illegal is taking place that may impact you.
- Your health and wellbeing is taking a major toll.



#3 Break The News

- It's usually best not to tell colleagues of your plans to quite unless you're sure they can be trusted. The last thing you want is your manager finding out you're quitting before you tell them yourself. Here's what you should do:
- Tell your manager first, in person, if possible, and be brief but direct.
- "I've given it a lot of thought and I've decided that it's time for me to take the next step in my career journey. Can we discuss how to make the transition as smooth as possible?"
- Decide how much notice you plan to give and write a brief formal resignation letter to provide your manager and HR, and .
- You don't have to give a reason for moving on unless you want to, though you shouldn't be honest if the reason you're leaving is because of your boss. This can burn bridges down the road.
- When you give your resignation notice your employer may simply ask you to leave that day. This sometimes happens if the projects you've been working on include highly confidential or sensitive information. It is NOT a reflection of your value or worth!

#4 Execute A Smooth Transition

- Your job during your final weeks of employment will likely be spent ensuring that your responsibilities and projects are handed off to the appropriate colleagues.
- Communicate clearly with your boss to set expectations for how your last two weeks will be spent.
- Meet with your manager to review any unfinished projects and determine who should take them over.
- Make yourself available to the colleagues who'll be taking over your work or role and provide them with relevant materials and resources.
- Leave your desk clean and tidy. Demonstrate your value and discipline, even on your last day.



#5 Stay In Contact

Unless your safety was at risk or you've found something illegal at your current company, don't leave without looking back.

The colleagues you've worked with in the past could help you in the future!

- **Consider sending an email message to your colleagues to inform them of your departure:**
- **"It's been great working with all of you! I'd love to stay in touch. Feel free to reach me via LinkedIn or my personal email address."**



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