

Resigning From a Job

Introduction: Most people don't remain with the same employer for their entire working lives. People change employers for various reasons--a better job offer, family obligations, and so on. Resignation is a formal notice of termination given to an employer, usually verbally and in writing.

You should carefully think through your decision to leave a job before you actually resign. Sometimes a frank discussion with your boss can help solve a problem if that is your reason for resigning. Also, it is to your advantage to find a new position before you resign. Once you have made the decision to leave your job, however, you need to observe some simple courtesies in informing your employer.

Resignation Tips:

- ✓ Give notice to your supervisor at least two weeks in advance of your termination. This provides time for your employer to find a replacement.
- ✓ Send a letter of resignation, keeping your letter brief, to the point, friendly, and giving the exact date you will be leaving.
- ✓ If you are still looking for a new job, do so on your own time - lunch hour, before or after work - not on the company's time.
- ✓ Once you know you are leaving, continue to be the good worker you always were, keep a positive attitude, keep any complaints you have about the job to yourself, continue being polite and helpful.
- ✓ Before you leave, ask for a letter of recommendation from your manager. As time passes and people move on, it's easy to lose track of previous employers. With a letter in hand, you'll have written documentation of your credentials to give to prospective employers.
- ✓ Find out about the employee benefits and salary you are entitled to receive upon leaving. Inquire about continuing health insurance coverage through COBRA (Consolidated Budget Reconciliation Act), collecting unused vacation and sick leave and keeping, cashing in or rolling over any pension plans you might have if applicable.
- ✓ Leave a good last impression. Finish your work, help train your replacement, clean up your work area, and move out on time. Return any company property you may have—keys, documents, computers, phones and anything else that doesn't belong to you.
- ✓ You may be asked to participate in an exit interview prior to your departure.