

EMPLOYABILITY SKILLS AND KNOWLEDGE

MODULE 24



JOB RESIGNATION DO'S AND DON'TS

Are you preparing to resign from your current **job**? Here are some general rules (do's and don'ts) about resigning from your job gracefully -- and carefully.

- o **Do** know how to resign from your job gracefully and professionally.
- o **Don't** get caught off-guard, so do prepare to resign by removing all personal items and files from your office and computer for those instances when your employer will ask you to leave as soon as you tender your resignation.
- o **Do** make the transition as easy and as smooth as possible. And do offer to help find and/or train your replacement. But don't make promises you can't -- or won't -- keep.
- o **Don't** make any statements or express any opinions that you may later regret.
- o **Do** be sure and give proper notice to your current employer.
- o **Don't** burn any bridges. Do leave on good terms with your co-workers and supervisors.
- o **Do** the exit interview with your current employer, if required. But don't say anything negative about your supervisor or co-workers during the interview -- no matter how tempted you are.
- o **Don't** disappear during your last weeks on the job. Do stay a productive member of the team.
- o **Don't** consider a counteroffer unless you are sure it's a better deal for you; studies show a high percentage of workers still leave the employer within a year of accepting a counteroffer, some being forced out.

- o **Do** make a plan to keep in touch with key co-workers, friends, and mentors. Keep your network strong.
- o **Don't** feel guilty about leaving. It may be hard to leave, but focus on the fact that you are leaving to accept a great career opportunity. And don't brag about that great opportunity.
- o **Do** your best to wrap up all your major assignments. And do leave a detailed progress report for your supervisor and/or successor.
- o **Do** be prepared for some employers to overreact to your resignation; some employers immediately dismiss employees who resign.
- o **Do** write a professional resignation letter or memo.
- o **Don't** feel as though you need to tell your current employer any reason for leaving your job, but do be polite in thanking the employer for the opportunity to work there.
- o **Do** submit your letter of resignation to your immediate supervisor, with a copy to the human resources department.