

## How to Leave Your Job on Good Terms

The best way to resign is to leave your boss wishing you would return. And the best way to do that is to be gracious and helpful as you transition to a new job or step into self-employment. Even if you're being ushered out, staying upbeat and professional can mean the difference between a good recommendation and good riddance.

### Tips to Build Relationships as You're Saying Good-bye at the Office

#### 1. **Inform your boss first**

It is critical that you inform your boss about your resignation before others at your work. It is always best to have a face-to-face meeting to discuss your resignation. In addition, have a very short resignation letter ready that thanks the employer for the job and identifies your last day of work. It is customary to give at least two weeks' notice.

#### 2. **Tell your most-valued coworkers**

The day you give notice, or as soon as possible afterward, call or visit the four or five people who have been most supportive of you. These are your mentor, your best friend at work, and the person who hired you — in short the professionals you want to cultivate for the future. You want to be the one to tell them you're leaving. Be sure to tell them how valuable their support was to you.

#### 3. **Show respect and appreciation**

Be appreciative to management and your coworkers for what they have done to help you. Have a candid conversation with your boss explaining the value you expect to gain from your new job or next step. Also, be respectful as you transition out to make sure you aren't taking up extra work time of others with your departure.

#### 4. **Find your replacement**

If you can, try to help find your replacement before you leave. If it is not realistic to find your replacement, make recommendations on how to find someone to take over.

#### 5. **Exit without negativity**

Even if you think your insights may help your colleagues or future employees, don't share anything negative or identify things that you believe need fixing — it is counterproductive to your career. Instead, make your comments about issues generic and brief.

#### 6. **Send a thank-you note**

Make the effort to send a thank-you note to your supervisor and any other managers who helped with your career — within two weeks after your departure. Be specific about one or two things that meant a lot to you.

#### 7. **Follow up**

Stay in touch with news and changes at your former employer. Touch base with some of your contacts there 3–6 months after you've left. Send a 'thinking of you' note, article, or piece of information just to maintain contact.