

# CAREER FORWARD

THE PROFESSIONAL  
EXIT



## THE PROFESSIONAL EXIT

Once you've landed the new job, you still need to make a professional exit from your current employer. The following guidelines will help you leave on good terms and maintain the positive relationships you've built.



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## **Prepare a resignation letter**

Express your gratitude for the experiences you've had at the company; thank your manager and compliment the organization and your colleagues. Indicate when your last day will be, and mention that the decision to leave is one that helps you move your career forward.

## **Resign in person**

To be completely professional, notify your manager in person before you tell any of your colleagues. Give him or her a hard copy of your resignation letter.

## **Refrain from giving your reasons for leaving, and don't reveal your new employer**

Though your manager will likely inquire why you're moving on and which company you're joining, you're under no obligation to tell him or

her. In fact, it's advisable to keep this information to yourself, just in case you run into obstacles during the resignation process.

## **Coordinate with your supervisor on how and when to inform your colleagues**

Some managers prefer to make an announcement during a meeting, while others prefer that you compose a group email. Work with your supervisor to determine what will be the least disruptive and most effective method.

## **Send your resignation letter via email**

Using a personal email account, follow up by sending your resignation letter to both your manager and your Human Resources department. This ensures you have a digital record of tendering your resignation.<sup>1</sup>

## **Withdraw from the job market**

Notify everyone who's actively involved in your job search, including recruiters, colleagues, and professional connections. Thank them for their time and assistance. Make sure any upcoming interviews are cancelled.

## **Remove your résumé from the Internet**

Your new employer shouldn't see your résumé still making the rounds. It could be perceived as a lack of commitment.

## **Connect with your current Human Resources department**

Confirm the grace periods and continuation provisions of your benefits.

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## Exit etiquette

### **Be graceful and professional**

This is not the time to burn bridges. Unless your contract states otherwise, at a minimum give the standard two weeks' notice. Anything less is unprofessional. Anything more is often appreciated, since it gives your employer more time to find a replacement.

### **Offer to train your replacement**

This ensures that your essential duties are covered once you leave.

### **Leave detailed work instructions/ project status updates**

This will help your manager, team, and/or replacement forge ahead without missing a beat.

### **Resist the temptation to update your professional social media profiles**

Out of respect for your current employer, wait until after you've

started your new position to update your profiles with your new employment information.

### **Inform stakeholders and clients**

Make sure to communicate to any stakeholders and clients that you're leaving, and inform them who will be replacing you. Encourage them to reach out while you're still at the company if they have any questions or concerns.

### **Keep working hard**

Continue to put in as much effort during your notice period as you did on your first day. Don't miss work or come in late.

### **Thank your co-workers and supervisors**

Avoid making negative statements about your company and/or colleagues, and don't gloat about your new opportunity in person, through

email, or on social media. You don't want unprofessional statements coming back to haunt you.

### **Leave on good terms**

Don't air your grievances about issues you faced at work—you never know whom you may be working with or for in the future.

### **Depart professionally**

Make sure your company-issued devices are turned in promptly and that your workspace is pristine when you leave. Remove any personal items, and organize both your digital and hardcopy files properly.

### **And finally, don't feel guilty about leaving!**

Remind yourself of your reasons for moving on, and focus on the new opportunity ahead of you.

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## SAMPLE RESIGNATION LETTER

Today's date  
John Smith  
<Insert company name> 123 Any Street  
Anytown, AT 12345

Dear Mr. Smith:

Please accept this letter as my formal notice of resignation from <insert company name>, effective <insert date>. I trust the traditional two weeks' notice is sufficient to transition my responsibilities and commence the process of identifying a replacement. If there is anything that I can do to ensure a seamless transition, please let me know. I wish you and the entire team at <insert company name> the best of luck in the future.

Sincerely,

Jane Jones, IT systems engineer

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<sup>1</sup><http://prfutures.co.uk/jobseeker-tips/how-to-quit-your-job>

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**WANT TO LEARN MORE ABOUT MOVING YOUR CAREER FORWARD?** This document is an excerpt from our comprehensive *Career Forward* guide, which will help you make the most of your job search in today's competitive market. Download your complete guide today.

