



## **5 Things to Know When Leaving A Job**

Leaving a job can be a tricky endeavor. You always want to exit on a professional note, maintain quality references, and help everyone involved feel prepared throughout the transition. With that in mind, follow these five best practices to leave a lasting impression.

### **Proper Notice**

Offering two weeks' notice shows common courtesy. Plan to work the full two weeks - do not include holiday, vacation, or sick time during this period. If you are leaving a toxic environment or bad situation, manage your emotions, and avoid on-the-spot resignations whenever possible.

### **Don't Gossip or Bad-Mouth the Company**

Remember that industries are smaller than they appear. If you bad-mouth your employer to a colleague or a friend at another company, word could get around. If others ask why you're leaving, keep your response professional, and don't smear your employer. You want to maintain good relationships with the organization you're leaving, and it's also important that your networking contacts around the industry know that you are trustworthy and positive.

### **Tell Your Boss Before Your Colleagues**

Your boss should be the first person in your organization to know that you're leaving. Let them know before informing your coworkers. Ask your boss if they have a preference for informing the rest of your team of your departure. Some may ask you to let colleagues know, and others will want to personally send a team or company email with plans for how to handle the transition. Working with your boss to break the news will help maintain the relationship and a sense of collaboration.

### **Plan Your Exit Strategy**

Leave your boss and your team in the best possible position as you make your exit. Communicate with your boss and colleagues to best understand what tasks to prioritize. Should you craft how-to guides for certain tasks? Generate task lists? Wrap up or pass along particular projects? Work together to determine what will benefit your team the most.

### **Demonstrate Appreciation**

Thank your boss and colleagues for your time together. Even if it's been a tough experience, let them know the parts you're thankful for, and express gratitude for growth opportunities.

Getting ready to leave one job for another opportunity can be hard, but following these guidelines will help make it a smooth transition for everyone.

If you are looking to move on to your next role, please contact us at the Career Action Center. We would be delighted to help you successfully make the transition.

Career Action Center: Mountlake Terrace Hall 130 | Open M-F, 9-5  
Resource Room: Mountlake Terrace Hall 138 | Open M-Th, 9-4; F, 9-3  
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