

How To Leave a Job Gracefully

Sometimes, despite our best effort and intentions, we find out that a job is just not for us. Ideally, we will have thought this through, understanding the impact leaving our position will have on us professionally, emotionally, and financially. While leaving a job immediately may be necessary, we should try to think about the reasons and impacts for leaving a position, especially knowing what the job search process is like and what opportunities are available to us. If we still decide that quitting is the right choice, we should still use professionalism and tact in making the transition. Doing so may provide us with references and a network for use in looking for work in the future, as well as giving our employer time to plan prior to our departure.

Here are some tips for leaving a job gracefully:

- Preferably, speak with your supervisor in person when quitting. This can be uncomfortable, but it is the most professional and respectful way to handle the situation.
- Always give written notice in the form of a signed letter or email with attachment, even if you quit in person.
- Be clear and concise, explaining the role you are leaving and the date of transition.
- Be professional and neutral, especially if there are negative feelings towards the position or employer.
- Request the use of your supervisor as a reference if you feel comfortable.
- Give as much notice as you feel comfortable giving. A two-week notice is standard, but most states are “at-will” in terms of employment, meaning an employer can let you go, or you can leave a position with no notice. Just keep in mind your re-hire status or need for references before quitting on short or no notice.
- Don’t share with co-workers your intent to leave until you’ve notified your supervisor.
- Leaving a job can be emotionally taxing and anxiety-inducing, so make sure you practice self-care during this process.



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Sample Letter of Resignation

11/21/2022

Jeremy Countryman
Chief Human Resources Officer
Countryman Enterprises, LLC
Tallahassee, FL

Mr. Countryman,

I would like to thank you for the opportunity to have worked with Countryman Enterprises, LLC for the past three years in supporting community relations through education, advocacy, and training. I have learned a great deal from working with my Countryman Enterprises, LLC team, and will always value those lessons learned. This letter is to serve as notice that my last day as Community Support Specialist with Countryman Enterprises, LLC will be December 23rd, 2022.

I wish the organization the best in its future endeavors and truly hope Countryman Enterprises, LLC continues to advocate for, and support those in need. Please let me know of any further steps in completing my transition.

Respectfully,
Elise Padilla, MSW, MBA, CPSW