



RESIGNING FROM YOUR JOB: LEAVING ON A GOOD NOTE

Be Sure! Giving your resignation is something that you need to be 100% certain about. Not many people can quit, and then go back to the same job on good terms. Before you say the words "I'm quitting", be sure that you're ready to, so that you don't have to attempt to come crawling back! **Zip Your Lips** Many unhappy employees dream about the day when they can waltz into their boss' office and tell them exactly what they think about them and the company. But before you start calling your boss four-letter words, think twice. Your actions may come back to haunt you. You never know when you may need a reference, or just what the future holds. It's a small world when it comes to **job searching**. Instead, be the bigger person, no matter how difficult it may be. Thank your boss for the opportunity to work with the company. Submit a formal letter of recommendation to him or her, and avoid any negative comments. **Giving Notice** When you are giving your resignation, you need to give notice of when your last day at work will be. Abide by any contracts you have made, otherwise two weeks notice is **professional**. To ensure that you leave on a good note, help to train your replacement, or use the time to finish up projects or assignments. During your last two weeks, avoid using sick or vacation time. Be at work, and finish on a good note.

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