



CAREER FORWARD

THE PROFESSIONAL EXIT

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Once you've landed the 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 built.



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- **Prepare a resignation letter.** Express your gratitude for the opportunity, thank your manager, and compliment the organization and your colleagues. Indicate your last day, and mention that this decision helps you move your career forward. Refer to the next section on how to handle a counteroffer.
- **Withdraw from the job market.** Notify everyone who is actively involved in your job search, including recruiters and colleagues. 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 HR department.** Confirm your benefits grace periods and continuation provisions.

EXIT ETIQUETTE

- **Be graceful and professional.** This is not the time to burn bridges.
- **Give the standard two weeks' notice.** Anything less is unprofessional.
- **Offer to train your replacement.** This ensures that your essential duties are covered once you leave.
- **Leave a transition plan.** This will help your replacement finish open assignments.

- **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.** And, avoid making negative statements about colleagues. Don't gloat about your new opportunity.
- **Leave on good terms.** Don't air your grievances about issues you faced at work. You never know who you may be working with or for in the future.
- **Don't feel guilty about leaving.** Focus on the fact that you've got a better opportunity ahead of you.

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SAMPLE RESIGNATION LETTER 1

Today's date

John Smith
Any Company, Inc.
123 Any Street
Anytown, AT 12345

Dear Mr. Smith:

Please accept this letter as my formal notice of resignation from Any Company, Inc., effective November 11, 2011. The associations I have made during my employment here will truly be memorable for years to come.

I trust the traditional two-week notice is sufficient to transition my responsibilities and to commence the process of identifying a replacement. I am happy to assist in the training and transition of my replacement.

Sincerely,

Jane Smith, IT systems engineer

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SAMPLE RESIGNATION LETTER 2

Today's date

Jane Smith
Any Company, Inc.
123 Any Street
Anytown, AT 12345

Dear Ms. Smith:

Please accept this letter as formal resignation of my position as an IT systems engineer with Any Company.

Thursday, November 11, 2011, will be my last day of employment with the company.

I want to thank you for the opportunity to work with such an outstanding organization. I have enjoyed learning and growing within the organization, and I am proud to have been part of a dynamic team.

Sincerely,

John Smith, IT systems engineer

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