

# How to Leave A Job Well

*E= Educational*

## MUSIC INTRO

## CLIP OF EPISODE

## INTRO

Hey friend! Welcome to another episode of *The Workforce Link Podcast*, where we're offering forward thinking conversations for the workforce, linking employers and job seekers to a brighter tomorrow.

I'm your host Sundi Jo Graham, with the Central Workforce Development Region, and I'm so honored to get to hang out with you today for another episode of the podcast.

If you're preparing to leave a job for another, this episode is for you, my friend. Or.. if you're still in the searching phase of a new career pathway, then I want to help you leave your job well.

Before you head to a new business, it's important to make sure you've taken care of business in your current one in a healthy way. This isn't always easy to do, **but it's important.**

## REVIEW REMINDER & INSTAGRAM INVITE

But.. before we dig into today's episode on how to leave a job well, let's take care of a little business of our own.

If you're enjoying the podcast as much as I am, don't forget to head over to itunes and leave a review for us. You spreading the love helps us spread the love! And I want to invite you to head on over to Instagram and follow us for career tips, hiring events, and more. You can find us @centralwdb.

## DISCUSSION

Now that we've taken care of that business, let's dive into today's episode of how to leave a job well.

I don't know about you, but burning a bridge from one job to another is not something I want on my resume. So, what can we do to leave a job without burning bridges?

### 1) BREAK THE NEWS TO YOUR BOSS WITH HONESTY

Honesty is always the best policy. Don't just walk up and say, "Hey, I found another job. See ya later."

Don't just email them and say, "Thanks for everything. Here's my two weeks' notice."

Walk them through your thought process. This allows an open conversation and helps to remove any confusion or misunderstanding between you.

Communication is so so important, not just when applying for a job, but when leaving one as well.

Help your boss understand the situation. Tell them about your future goals and how your next career opportunity is helping you pursue those goals.

Now.. this doesn't mean they're always going to receive it. Some will and some won't. Some managers will brush you off without a care because you're just a number to them. But some will be willing to have the conversation with you, and will respect you for doing it.

Regardless of the outcome, **do it anyway.**

No matter what, it's about your character. It's about you being professional.

Be honest, even if it's hard and uncomfortable. You'll be glad you did.

### 2) CONSIDER THOSE YOU WORK WITH

Remember when you quit a job, it doesn't effect you. It effects those you work with. Especially in today's economy, where employers can't seem to keep staff.

Giving a notice, whether that's two weeks, a month, or whatever you and your boss work out, you're not just helping your boss - you're helping your co-workers.

And let me tell you.. They're grateful you're not just leaving them high and dry.

This applies whether you have a good boss or not, too. It's important not to punish your co-workers just because the leadership isn't great.

And speaking of giving notice. If you have been lucky enough to have a good relationship with your boss, consider giving more than two weeks' notice. Give them enough time to find someone who will do well at the job. It's all part of maintaining that foundation of trust and respect you've built with them over time.

I think if possible, it's a good rule of thumb to try and give one month's notice. This gives the employer time to run the ad, hire someone, and hopefully get them trained before you leave. Two weeks just doesn't cut it most of the time.

### **3) REMEMBER TO SAY THANK YOU**

Gratitude goes a long way. During that conversation with your boss, remember to share your appreciation for their leadership and support.

If they've not been a great leader, you don't have to pretend they were, but still thank them for giving you an opportunity to work there.

Remember, how they react is their responsibility, not yours. Your only responsible to do your part.

"Thank you" doesn't go without saying, so make sure you say it.

I encourage you to take it another step further. After you've left your job, send a thank you card.

This is something I recommend after interviewing for a position, but many people don't think to do it when you leave.

Again, it makes you stand out in the crowd. It says a lot about your character. And you never know how it will work in your favor down the road.

We touched on how to say thank you in your cover letter in *Episode 8: Why You Need to Ask This Question in Your Cover Letter*. I'll share the link in the show notes.

And don't just thank your boss. Show your appreciation for your co-workers, too. You just never know how your words will impact others or how you might make them feel.

## **RECAP**

Today's episode was short and to the point, but hey... that's just how it should be sometimes, right.

Let's do a quick recap on what we covered today on how to leave a job well.

1. Be honest
2. Consider others around you
3. Say thank you

Remember, it's important to quit your job the right way. It really is a small world out there when you think about it. What you do at your current job could impact your future opportunities down the road.

Word of mouth is a powerful tool.

## **PROMO - FINDING YOUR WHY**

Before we close for today, I wanted to ask you this question....

Do you know your why?

Here are some powerful words I want you to sit on for a second: *You lose your way when you lose your why.*

**Everything changes for us when we start asking ourselves the right questions.**

Not "why did I do that stupid thing?" but "why do I want to do something different?"

Listen, friend...

*Your children need YOU to find your why.*

*Your parents need YOU to find your why.*

*Your future boss needs YOU to find your why.*

*Your grandchildren need YOU to find your why.*

We want to help you find your *why*. That's why we've put together this free gift, *How to Find Your Why*.

The free guide will give you some starter questions to get you on the right path to finding your *why*. If you're ready to rock your world by digging deeper into building a better tomorrow, don't wait another day, my friend.

You can download the free guide at [cwdregion.com/why](http://cwdregion.com/why).

Remember.. You lose your way when you lose your why. Hold onto your *why* like your life depends on it, because your life depends on it.

Again, you can download it today at [cwdregion.com/why](http://cwdregion.com/why).

## **CLOSING**

I hope this episode was helpful for you today, and if so, please share with others, oh.. And if you haven't already, don't forget to go leave us a review... preferably 5-star.

Have a great week, my friend, and we'll meet again in the next episode. Until then.. Remember this... There's always a brighter tomorrow if you're willing to find it.

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Links:

[Episode 8: Why You Need to Ask This Question in Your Cover Letter -](#)