

How-To Quit Your Job the Right Way



People are changing careers more often now, than ever before. It's said that the average American worker will change jobs four times before they retire. The model of working for the same company baby boomers are accustomed to still exists, but it's become less and less the norm.

Considering this trend, you're going to quit your job at least a time or two during your career. It's never a fun, or easy process but, it's inevitable for most. The key is going about it the right way. The last thing you want to do is leave a bad taste in anyone's mouth or, burn any bridges. We talked to the experts and they offered up their best advice which we've shared below.

Tell Your Boss Before Anyone Else

This probably seems pretty obvious but it's amazing how often it doesn't happen. The reality is you probably have colleagues you trust and confide in. They're the people you vent to, go to for advice, and who lend you an ear when you need to talk.

If you're thinking about quitting your job, you might be tempted to tell someone you trust, who isn't your boss. You trust them not to say anything. This is hardly ever a good idea, however. What happens is, the person you tell will likely share the news with someone they trust. Before you know it, the office rumor mill starts to churn, and your boss finds out you're planning to resign from someone else.

The consequences can be far reaching. At the very least, you'll leave a poor

lasting impression for your lack of professional courtesy. The worst-case scenario is that your boss feels slighted. When the time comes for your new employer to check references, your old boss might give you a less than glowing reference.

Have the decency to tell your boss you're planning to resign before you tell anyone else. It's the professional thing to do and, you won't risk any bad feelings down the road.

Give Ample Notice

One of the worst mistakes you can make when you're quitting your job is not giving enough notice. This can cause all sorts of problems for your employer and sends the message that your only concern is what's next for you.

If you plan on quitting your job, give plenty of notice. Even though the standard is two weeks, higher profile jobs might need more time.

Whatever you do, don't make your resignation too abrupt. It's only fair to your employer and your colleagues.

Come Up with a Transition Plan

Giving ample notice of your resignation is only part of a sound exit strategy. The next step involves giving status updates on important projects and, presenting a plan of action to keep things moving along in your absence.

If you have the time, offer to help train your replacement.

Providing your employer with a transition plan is a win-win for everyone. First, your boss and colleagues will truly appreciate your concern for creating as few waves as possible. Secondly, you virtually assure yourself a positive reference when the time comes.

Write a Proper Resignation Letter

Chances are you probably spent some considerable time writing a cover letter when you applied for your current job. The truth is, you should give just as much attention to your resignation letter.

This will be the last document that goes in your employee file so make it a good one. Writing a good letter of resignation shows your employer that you respect them and, have the professionalism to do things the right way.

The best resignation letters are brief, show genuine gratitude, provide a transition plan and are submitted well in advance of your final day.

Believe it or not, quitting your job the right way is a necessary skill in the modern workplace. You'll probably have to do it more than once. While it's never fun, and certainly not easy, it's something that can be done with grace and class. If you follow the steps outlined above, you'll not only ensure a smooth transition for your entire organization, you'll have a quality reference moving forward.

Traits of Indispensable Employees



If you've ever managed a team or overseen a department you've surely noticed people in your organization that stand out. Sometimes it's for the wrong reasons but other times it's because these individuals set themselves apart in ways that others don't. These people go above and beyond the call of duty, move up faster than their colleagues, have the best interests of the company in mind and are willing to do whatever it takes to ensure the success of the organization and everyone around them. In short, you would do anything keep these people around.

So what traits do these folks have that sets them apart?

Want for Continuous Improvement

One trait that all great employees have in common is a will to get better at what they do. While most employees are satisfied to remain in their roles and simply do what they are asked, the superstars are always finding ways to improve their performance. What these people understand that others don't is that in order to stay on top, they constantly have to keep learning and getting better. Whether that means continuing education or an insatiable desire to move up quickly, these people are any organization's most valuable asset.

Personal Growth

Not only do [exceptional employees](#) do a great job in the workplace, it's evident that they're obsessed with personal growth. These individuals have curious minds. In the evenings and on the weekends, you'll find them reading books about business, science, history or philosophy. They're always seeking new ideas and perspectives that shape who they are as people. In the workplace, you'll often hear them sharing fresh ideas or new perspectives with those around them. Simply put, these people have a zest for life and new experiences and that translates to workplace as well.

Discipline

It's no secret that discipline leads to success. That doesn't pertain to only the workplace though. Employees that stand out have their lives in order. You won't find them out partying on weeknights, eating unhealthy foods or wiling away in the EZ Boy for hours on end when the day is done. It's evident that the best and brightest see their work as part of a larger picture that is their life and they have the discipline to maintain a healthy balance in everything they do. They know what's best for them, their co-workers and the organization and would never do anything to compromise what's important.

Self-Deprivation

No one enjoys doing things they don't want to do. Indispensable employees however, understand that doing things they don't enjoy is a fact of life and

necessary at times. They are tough and courageous. In the workplace, they aren't afraid to have difficult conversations if it means bettering the organization or those around them. They're also the ones willing to take on tasks that no one else wants to perform because they know the job has to be done.

Away from work these people are experts at saying no. When everyone else chooses to stay out late or blow off steam, you'll find these people doing things that relax them and help them get recharged because they know they have to be at their best the next day.

Emotional Stability

Everyone has ups and downs both at and away from the workplace. How individuals handle the constant ebb of highs and lows says a lot about who they are as employees and people. When most employees can't help but bicker, gossip and backstab, the best of the best know that this behavior is poisonous. These people celebrate successes and acknowledge low points but remain even keel and are low-maintenance. They know they have a job to do and aren't going to let anything distract them from achieving the results they want.

Make Others Better

While your best employees are very much focused on their own development and improvement, they recognize the value in making those around them better as well. If they learn a new skill or come up with a more efficient way of getting things done, they readily and enthusiastically share it with everyone involved. The best employees have a fundamental understanding that if individuals in the organization improve, the entire organization becomes better as a result.

Indispensable employees are few and far between. Sometimes they're hard to notice because they aren't the attention-grabbing power-hungry type. Often times they fly under the radar because they are so laser-focused on improving themselves and those around them. It's important to recognize these folks though because they are your greatest asset. Failing to do so could result in a catastrophic loss for your team, department or company.

If you are struggling to put together a strong team, contact me, Jeff King. I am a

Regulatory and Quality Recruiter in the Bay Area. I provide hiring services for biotech, pharmaceutical, and medical device industries.