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## It is important to resign from your job tactfully

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The time has come to quit your job. Either you have found a new job, are switching careers, or are fed up with your current job or boss and feel it is time to move on.

Whatever the reason, it is important to resign from your position tactfully. It is always smart not to burn bridges.

You never know when you will need your past employer for a reference. A good recommendation from your former employer is valuable, especially in small communities like ours. Be kind, even if you did not like your job or boss. Your boss and co-workers are all part of your professional network.

Normally, a two-week notice is sufficient when resigning from a position. This allows the employer time to hire or train a new employee. However, if you have an employment contract that states how much notice you should give, abide by it.

Do not tell anyone until you have told your boss you are quitting. If word gets back to your boss before they hear it from you, your boss may be offended.

If you have had unpleasant experiences at your job, resist the temptation to tell your boss or co-workers off. Any spiteful acts you commit will reflect poorly on you.

If you have projects or assignments, do your best to complete any unfinished business before you leave. If you are unable to do so, be sure to communicate to your supervisor what still needs to be done.

You will also need to prepare a written letter of resignation in addition to your verbal notice. You never know when you might need a previous employer to give you a reference, so it makes sense to take the time to write a polished and professional resignation letter. One copy should be given to your immediate supervisor, one to the Human Resources Department (if the company has one), and save a copy for yourself.

The letter of resignation simply needs to state that you will be leaving and when your last day of work will be. However, there are many different types of resignation letters.

If you're not sure what kind to write or what to say, there are many sample templates available on the Internet. You can also visit Sutter County One Stop's Job Central office for samples and suggestions on writing a letter of resignation.

If you really want to leave a good impression, in addition to the letter of resignation, write your boss a personal thank-you note. Show gratitude for the employment opportunity and what you have learned during your tenure at the job.

Your employer may conduct an exit interview. An exit interview is an opportunity for the employer to ask you for feedback to find out what the company is doing well and also areas where the company may need improvement. Use caution. What you say during an exit interview can come back to haunt you.

Do your best to leave on good terms and let them know you had a wonderful experience during your time there, even if you didn't.

Don't forget to ask your employer for a letter of recommendation. You never know when it may be useful in the future. The letter of recommendation provides documentation of your credentials to give to prospective employers.



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