

How To Quit Your Job Professionally

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You'll most likely [quit your work](#) during your career — it's a natural aspect of any profession. Knowing how to leave your employment on good terms will be critical when the time comes.

So, if you're wondering how to leave a job with dignity and class, I've got suggestions to make the process go smoothly. Before you pop the champagne and join the other workers in what economists dub "[The Great Resignation](#)," make sure you read them all. Here's everything you need to know about professionally quitting a job.

1. Make sure it's the right move

You must be certain that you are making the right decision before giving your notice. After all, there's no going back once you've submitted your resignation.

Before you have that unpleasant conversation, I recommend you analyze the benefits and draw up a list of reasons why you wish to quit rather than stay at your new employment. This will eventually assist you in determining whether the cause you want to leave is something that can be remedied.

2. Inform your manager first

[With such big news, your employer must hear it directly from you. Hearing this from a third party can cause unnecessary tension between you and your boss and lead to a bitter ending to your partnership.](#) Furthermore, you don't want the news to go out before talking to your colleagues about an exit strategy.

Without a clear plan forward, you may be overwhelmed with questions and worries about the impact of your departure on ongoing projects. Instead, tell your coworkers only after you have had a chat with your boss.

Your organization may issue a formal press release or send an email to announce the news. With this in mind, it's better to hold off until the all-clear has been given.

3. Give notice

Most individuals will tell you that giving your employer two weeks' notice before leaving is a common procedure. However, you can do it sooner if necessary - in some cases, it's preferable.

Suppose you are a manager in charge of several high-impact initiatives. Two weeks may be plenty if you work on one or two projects. In that case, however, announcing your attention to leave sooner will not allow your team more time to plan for your departure and locate a replacement.

The sooner you notify your manager, the better, as they will appreciate having a reasonable amount of time to prepare for your absence. A notice letter is a legal requirement but notifying human resources, and the manager of your resignation confirms that you're leaving the organization and the date of your last day.

Keep it short and sweet when writing your notice letter. You don't have to go into detail about why you're leaving or why you wouldn't want to stay at the company. All you need to include in your resignation letter are three major elements: the fact that you're leaving, the date of your final day of work, and a brief statement of gratitude for the chance.

4. Be modest

By manipulating your reasons for resigning, you can leave on good terms. Don't annoy your coworkers by boasting about your fantastic new job. Don't claim that you're moving on to something greater and better. Instead, make your supervisor and coworkers feel it's not about them or the job.

5. Finish Strong

While taking it easy the last few days on the job may be tempting, staying productive can demonstrate to your coworkers and manager that you are dependable. Humans have a recency bias, implying that they remember and highlight recent observations about people more than those from the past.

You'll strain your team if you slack off during your last weeks, especially if your team is working on a large project or you have multiple vital duties to complete. "Who cares?" you may be asking. I'm no longer going to work with them." While you may never work for this company again, you may be able to work with your coworkers in the future. You might be able to use them in the future. With this in mind, you should maintain your foot on the gas until the last minute.

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6. Offer to train your replacement

Assisting your replacement in learning the ropes of your role will shorten their learning curve and make the transition much easier. Why are you doing it? Well, it's an opportunity to thank your former employer for the opportunity and make sure they aren't forgotten.

You can construct a training guide that covers essential processes and contacts if you can't directly educate your replacement. It's an extra step you don't always have to take (and probably won't have the chance to). Your generosity, however, will leave an impression on your coworkers and pay off in the future.

7. Express Gratitude

[The people who had the greatest impact on your career deserve a heartfelt thank you.](#) Your manager's role was to oversee your advancement, even if you didn't have a personal relationship with them. As a result, they've certainly put in the time and effort to help you advance in your job.

As a result, take the time to show your thankfulness and express your gratitude. This is very important if you want to use them as a reference for future chances.

8. Never burn bridges

The way you leave an organization makes a lasting impact. Your professional network is a tremendous source for prospects. Consider whether any relationships need to be repaired or connections need to be strengthened. How can you ensure that the team you're departing feels supported and can concentrate on their work? What words do you want to be associated with your work and brand? Have a specific brand goal in mind.

Make an effort to leave a good lasting impression, not just because it's the proper thing to do but also because it can lead to chances down the road. You might end yourself working for the same company, with the same colleagues, or for the same boss in the future. You never know what might occur.

9. Do not take anything that doesn't belong to you

This covers office supplies and work materials you did not create. It may include models you developed while still working for the company. On your last day at work, turn in your keys and identification tags, and clear out your desk of any personal items.

10. Ask for an exit interview

This may be already a component of your company's exit strategy. However, if it isn't, it isn't a bad idea to inquire, as long as it is acceptable for the situation.

[An exit interview is a terrific opportunity for you and your supervisor to provide constructive feedback](#) (note: this isn't code for ranting at each other for the last time). "What did you like and dislike most about your job?" you might be asked in a regular exit interview. "What was the most important aspect that influenced your decision to take the new job?" and "What was the most important factor that influenced your decision to take the new job?" Please keep your responses honest yet positive. And, once again, keep the facts in mind.

11. Get a reference

It is critical to have a positive reference from a past workplace. When it comes to leaving their current job, many people neglect this. If you have a good working connection with your boss, ask them to leave you a LinkedIn recommendation and if they'd be willing to provide you with a reference in the future if another company requests one.

Conclusion There are numerous considerations to consider before submitting your notice. Preparing ahead of time can assist in resolving any challenges that may emerge. Any professional relationships you damage on your way out the door will almost certainly come back to bite you later. People will remember you by the events of your final days, and your professional reputation will suffer if they are negative. Remember this after you've handed in your notice. Our experienced recruiters can assist you in handing in your notice if you require any assistance.

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