

# GET THE JOB

## Leaving a Job on Good Terms

### How to Resign Professionally and Protect Your Reputation

**D**eciding to leave a job can be a major step in your career. Whether you're moving on for growth, better compensation or personal reasons, how you handle your departure can have a lasting impact. A professional, respectful exit preserves relationships and protects your reputation for future opportunities. Here's how to resign the right way.

#### **GIVE PROPER NOTICE, STAY PROFESSIONAL**

Once you've made your decision, give your manager advance notice — typically two weeks, though more may be expected in senior roles. Schedule a private meeting to deliver the news and follow up with a formal resignation letter. Keep your explanation brief and positive. Focus on your future plans rather than past frustrations.

During your final weeks, maintain your professionalism. Continue to meet deadlines, support your team and avoid coasting. Offer to help with the transition by training a replacement or documenting key processes. Leaving on a high note reinforces your reliability and makes it easier for your employer to provide a strong reference down the road.



© ADOBE STOCK

#### **PROTECT RELATIONSHIPS**

No matter the reason for your departure, avoid venting to coworkers or posting negative comments online. Word travels quickly, and how you leave can influence how people talk about you long after you've moved on.

Thank colleagues and managers for their support, even if the experience wasn't perfect.

A farewell message expressing appreciation helps end things on a positive note and keeps the door open for future connections. You never know when a former col-

league might become a valuable contact or even a future employer.

After you leave, stay in touch with those you had strong working relationships with. A quick check-in every so often can help maintain your network and show that you value the professional connections

you built.

Leaving a job isn't just about where you're going — it's also about how you go. A respectful, well-managed exit shows maturity and leaves a lasting impression, ensuring your reputation remains strong as you take your next career step.