



MAKE SURE THAT YOU
RECEIVE A
GOOD REFERENCE
FOR FUTURE JOBS

How to Leave a Job on Good Terms

Directions: You have just received word that you got a new job. It might be the next step on your path to your dream job, or maybe you want to explore other opportunities. You might be wondering how to break the news to your current employer. The following steps will help you leave a job properly in order to make sure that you receive a good reference for future jobs.

Check off the items below as you complete them.

- Give at least two weeks' notice.** Be sure to tell your boss you are leaving before you tell any of your coworkers. Find out if Human Resources have a procedure to follow.
- Tell your coworkers.** Make sure they are prepared for your leaving. It is good to provide your contact information so your boss or coworkers can get in touch with you in the future if needed or desired.
- Complete all your work.** Finish all the projects you have been working on. This will help the person who replaces you as well as help you maintain a good reputation.
- Ask for an exit interview.** During this interview, thank your boss for all the opportunities the company has given you. Discuss what you have learned and how it will help you in the future.

