

Name

Date

## Leaving a Job

There are times when you leave a job because you choose to, and there are times when you are forced to leave a job. When you decide to leave a job, you resign from your position. If you choose to leave a job, make sure you don't get a bad reputation for moving from one job to another repeatedly. An employer will be less likely to hire you if you have a history of not keeping a job for any substantial length of time. If an employer lays you off, you may be called back to work when the need for employment increases. If you are terminated, the employer has decided that he or she no longer wants to employ you.

### Reasons Why You May Choose to Leave a Job:

- Taking a Promotion
- Seeking Advancement or Career Change
- Moving to a New Location
- Experiencing Poor Health
- Needing to Spend More Time at Home
- Returning to School
- Don't Enjoy the Type of Work
- Don't Feel Appreciated
- Personality Clash with Supervisor
- Too Much Overtime Required

### Reasons Why an Employer May Lay You Off or Have a Workforce Reduction:

- Employment Was Temporary or Seasonal
- Number of Employees Was Reduced
- Economy Slowed
- Business Closed

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### **Reasons Why an Employer May Terminate You:**

- Poor Attitude
- Poor Attendance (unexcused absences)
- Dishonesty
- Inability to Work Well With Others
- Poor Quality of Work
- Constant Complaining/Arguing with Coworkers or Supervisors
- Visiting with Coworkers Instead of Working
- Repeated Late Arrivals to Work
- Abuse of Sick Leave Policy
- Insubordination (talking in disrespectful manner to supervisor)

When you leave a job, make sure you don't "burn any bridges." Many people have feelings of disappointment and anger when they are asked to leave a job. It is important to not allow these emotions to cause you to say or do things you will regret later. Previous employers are included on your future job applications and resumes, and they may be contacted about your job performance. If you say and do things when you leave a job that are unflattering to the company or a supervisor, you may limit your chances of getting a good job reference from the company in the future.

When you resign from a job, you should do so in writing. You should type a business letter stating when and why you are resigning from your position. It is a good idea to give the employer two weeks of notice that you are resigning. This is considered a common courtesy. It gives the employer time to find someone to replace you before you leave or soon afterward. Make sure you do not let your emotions show in your letter. Write words that are easy to understand, to the point, and not hurtful to others. But be aware that an employer does not have to accept a 2-week notice and can choose to let you go immediately upon receipt of the resignation letter.