



My father taught for 40 years and all but two of them in the same school in the same classroom in the same department.

In the past, this was a much more common occurrence.

People started at a job, spent their career there, got the gold watch and a nice fat pension- wouldn't that be nice!- and they went about their retirement.

Nowadays, it's not very common.

People bounce around jobs a lot.

On average, between five and seven times.

Of course because this is an average, a lot of people are going to bounce around a whole lot more than that.

It includes a lot of resigning, and it's important that you know how to resign successfully.

It matters because this is a very common occurrence and the world is a small place.

As you move from job to job you want to make sure that you are doing everything within your own control.

You cannot control what other people say, but you can control your own actions and you can do your best to show up to every job you have and be respectful and professional and give it your all and resign in a positive professional way so that when you move on and somebody goes back to your employer or they bump into each other at the grocery store and say, 'hey someone just applied and they used to work for you.

What do you think?

', you don't want to give them any reason to say anything negative about you.

You want to leave an organization again within your control in as positive of a place as you possibly can.

What about it is challenging for you?

One of the jobs I resigned from I was so nervous, it did not even make any sense.

And one of the mistakes I made is instead of calling a separate meeting, I decided to tag it on to a meeting that was already scheduled.

Don't do that.



It was my regular supervision and it was probably an hour as they normally were, but sitting there in that room with my butterflies and my sweat on my brow, it felt like it was forever.

I wasn't even listening to anything my supervisor was saying.

I just was so nervous and finally at the end of the meeting I just blurted out of like, 'oh by the way, I'm resigning.

' It was it was not my best moment.

But look, if we had it all figured out from the beginning, what's the point, right?

What was I so nervous about?

I really was trying to shift my mindset even back then.

(I don't think I called it mindset or even knew what that was).

I was trying to talk myself through it and say, ;this is not that serious.

People resign every day', but it didn't really help.

Unfortunately.

I was so nervous.

As I think back to why I was so nervous, I have to say it was probably a combination of not having a strong level of confidence, not having the best communication skills, not wanting to disappoint other people.

I mean any combination and probably a lot more too.

But over time I've come to realize that this is- and I believe it.

It's not just trying to fool myself that- a very common occurrence and I'm not trying to erase the discomfort because I think that's part of it.

When you have this challenging situation and you want to polish it so there is not one mark on that diamond.

It doesn't work.

It's a challenging moment and people are going to feel the way they feel.

It's going to be messy and there's going to be emotion involved and that's okay.



There's no way for you to eliminate the emotion.

Do your best to mitigate it.

Do your best to be prepared for it and do it anyway.

Be as prepared as you possibly can.

Some best practices when you are ready to resign- do it in person.

Over the years, I've supervised a lot of people and as technology changes and generations change, there are some things that are generational differences.

With the younger generations, they text a lot more .

They're not as prone to do everything in person.

That might be something that changes culturally or we continue to push back on.

We'll have to wait and see.

For now, the best practice remains to do it in person and still to write a formal resignation letter.

You will find some examples of resignation letters in the resources section.

They can be as simple as, 'I'm resigning today from this position.

Thank you.

' Like real, real basic.

You can choose to make it more than that, but you should put something in writing.

You are not legally obligated to share any details.

They'll likely ask where you're going and why you're leaving and it's up to you how much you want to share.

A lot of organizations do exit interviews.

You can decide what you might want to share in an exit interview keeping in mind that you probably don't want to burn any bridges and you want to keep your relationships positive for your future.

What do you want to share with them?



That's entirely up to you, They are not obligated to that information.

It's still pretty standard give two weeks notice.

Sometimes extenuating circumstances make it so that you have to leave before then.

There are some examples of letters and what to do in that situation if that's your case.

In some cases, you might be bound by your contract to give more notice.

Make sure you're aware of that.

Otherwise the best practice is two weeks.

You want to express gratitude for the opportunity for the time together and if it was a positive experience on both ends to ask for a reference if you can list them as a reference going forward or even if they can write a recommendation for you.

Make sure that your boss hears it from you.

Sometimes when we're just really frustrated with the job or we're so excited about our next steps, we start talking to our friends and colleagues about it.

It's really not a good look if your boss hears it, you know, third party.

They should hear it directly from you.

Save the conversations until you've made it official.

Be strategic about timing as best you can and set yourself up for the best conversation that you can.

Be thoughtful in your exit interview.

Think about how honest you want to be.

What does it serve for you to share what you plan to share?

It's entirely entirely your decision, but think thoughtfully, think thoughtfully thoughtfully, think just think and think about what you want to say in that interview.

Tie up any loose ends that you have with your team, with your clients, with whoever's going to email you.

If you have anything coming up down the pipeline, make sure you make that transition as successful as you possibly can so that you continue to leave that good impression on your way out.



This happens sometimes- not always but it's a nice touch I think- to say your thank yous on the way out.

A lot of people will send an email to the entire organization.

Some other people choose to write handwritten letters to certain people to say thank you.

I think that can go a long way.

So, the most important question for you is, how will you prepare to successfully resign when your time is right?