

A Checklist of Things To Do When Leaving Your Job

Are you thinking of quitting your job? Or do you have a new job and need to resign from your current one? It's important to leave your job in a tactful way so that you don't burn bridges and you are able to keep your network intact.

Here's a helpful checklist of things to do before you quit your job:

- Make a list of the pros and cons
- Determine quit dates and timeline for your exit
- Write your letter of resignation
- Set a meeting with your supervisor
- Have meeting and turn in letter of resignation (remember to stay positive and express gratitude!)
- Develop a transition plan and put together training/succession process documents
- Determine pay and benefits logistics
- Review your total compensation package, including your retirement, health insurance, etc.
- Meet with your financial advisor to discuss those retirement accounts, benefits and any stock or equity options you may have
- Write and ask for recommendations
- Send a goodbye email
- Don't speak ill of your former employer or colleagues

Good luck with your transition! Let us know how we can help.