

Tips for Leaving a Job



Best Care EAP shares guidelines to consider when you're thinking of a job change or facing downsizing.

Reminders that we are living in a continually changing work environment seem to surface daily. There's news of downsizing, mergers, takeovers, acquisitions and global competition. If you or someone you know has been affected by corporate 'rightsizing'--which could really mean downsizing-- you know there are more ways than one to leave a place of employment. Many employees are coaxed into early retirement while others may take the initiative to leave before the job officially comes to end. Regardless of the reason you leave, how you handle yourself is critical. Here are a few useful tips:

- 1) Try not to burn bridges. Save any bitterness, anger, frustration, and fears for your private time or contact Best Care EAP and set an appointment with a counselor to help with emotions and to find a resolution.
- 2) Remember that you likely didn't do anything wrong and prospective employers will understand that. Keep your professionalism intact and avoid negative talk about a previous employer.
- 3) If you make the choice to leave your job early, let your employer know as soon as possible. Don't allow your supervisor to hear about it from secondhand sources.
- 4) If a letter of resignation is in order, make it brief and positive. Save complaints for the exit interview. Your resignation letter will be a permanent record in your file long after your emotions have abated.
- 5) Maintain peak performance levels during your final days on the job. Try not to leave any project unfinished and leave all company materials behind.
- 6) Networking during your job search will put you in touch with competitors and friends of your previous employer. Resist the urge to "tell it like it is" even if someone asks about the problems you encountered from your last job.
- 7) Stay focused on your search for new employment and remember what goes around comes around. You never know when a previous employer may be a networking bridge to a brighter future.

During this difficult time, remember you have Best Care EAP benefits. Our licensed counselors are compassionate, caring and ready to help in any way they can. Visits can be in-person or via telehealth and are always confidential. To request an appointment, please fill out our [counseling registration form](#). If you have any issues with the form, please call our office and we'll be glad to help: (402) 354-8000 or (800) 801-4182.