

Transcript

Intro

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In this day and age, it's normal to change jobs

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a few times in your career.

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It's also normal to cross paths of people

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you used to work with.

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Your former co-worker might even be your boss one day.

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So let's dissect what it looks like to not just leave a job

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but to leave a job well.

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For years, athletes have used science and data analysis

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to improve.

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Now we are doing the same for job seekers everywhere.

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This is job science.

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Meet Ted.

Be honest with yourself

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He's a sales director at an e-commerce company.

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And just accepted a new role in the publishing industry.

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Before making any moves, be honest with yourself

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about your reasons for leaving.

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Writing all of them down is a good place to start.

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This helps make sure your decision wasn't

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made on the spur of the moment.

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Leaving without another job offer

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could affect your finances.

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It's important to keep these things top of mind

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to manage stress.

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After you've written your reasons,

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circle a couple that you might want

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to share with your employer.

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This will help you feel more confident

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and help them get feedback on the company.

How to give notice to your employer

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Once you've made your decision, find time

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to meet with your employer and give them your two weeks

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notice.

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It's always best to resign from your job in person

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and give as much notice as you can.

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I hate it here.

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This place sucks, I'm bored, and I don't get paid enough.

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Ooh, hold it there, Ted.

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You should definitely be honest.

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That's good.

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But know that when you're giving your answers,

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the employer might interpret them differently.

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So let's take a step back.

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Remember, you want to stay positive in your answers.

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Your goal is to leave on good terms.

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And if you don't feel comfortable,

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there is no need to disclose where you'll

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be working in the future.

Good example of how to inform a boss

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Well, I learned more than I could have imagined here.

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You took me under your wing, and I am so thankful for that.

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But I'm actually going to be taking on a new role that's

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in publishing.

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I feel I can bring a really fresh new take there,

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and they're giving me brains to build

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a team from the ground up.

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You deserve to have your own team.

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It's about time.

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Good for you.

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Perfect, now's a good time to submit your formal letter

Submitting a letter of resignation

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of resignation.

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Let's take a quick look at the parts that comprise it.

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Time and date, address, statement of resignation,

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last day of work, statement of gratitude,

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next steps or important information,

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and your signature.

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Done.

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The next few steps are a little easier.

How to prepare your coworkers

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Don't just leave on a dime.

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Prepping your coworker to take over your role

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is key to a smooth transition.

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So typically, what I would do is go and export the file here

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and then reach out to the team and just let them

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it's all packaged up.

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And lastly, be thankful.

Gratitude and feedback

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Show your gratitude whenever you can.

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You can also provide your employer

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with constructive feedback.

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Big plus.

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When all is said and done, ending on a positive note

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and keeping that bridge intact can be huge for your career.

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This was the breakdown of leaving a job well,

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till next time.

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