The Do's and Don'ts When Leaving a Job

The Career Center suggests the following guidelines to prepare you for departing from your current employer with tact. Be sure to uphold the University of Southern California’s strong reputation in all of your actions with employers.

**DO:**
- Provide advanced notice with any departure. (At least 2 weeks is customary, although more is always appreciated.)
- Be professional in all of your actions (both written and verbal).
- Notify your immediate supervisor first, and then notify the Human Resources department.
- Submit a formal resignation letter to your supervisor.
- Be polite and thank the employer for the opportunity to work for them.
- Remain cooperative and organized in all of your work until your last day with the organization.
- Complete any/all projects that have been assigned.
- Offer to train a replacement.
- Complete an exit interview (optional).
- Remain in contact with previous supervisors/coworkers.

**DON'T:**
- Let your boss hear about your news from other colleagues.
- Bad mouth your supervisor or the company/organization, even during the exit interview. You might need a reference letter in the future.
- Burn bridges, disappear or become lazy during your final few weeks. Complete all tasks/projects that you’ve been assigned.
- Brag about your new opportunity to your colleagues.
- Leave an internship/job unexpectedly just because you ‘don’t like it’ or ‘thought it would be different.’ Rather than giving up, manage your internship experience by speaking with your supervisor about your desire to be challenged in the job and offer your expertise in areas your supervisor may not know about your skill sets. If all attempts fail, then seek advice from a professional in the field and/or an Internship Advisor to help you make your decision.
- Leave your employer a voice mail message saying that you won’t be coming in any longer.
- Take company property with you (including office supplies).

**Formal Resignation Letter Checklist**
- Be professional and use proper grammar.
- Address the letter to your immediate supervisor.
- Include the resignation date as well as your last day.
- Use paragraph form, not bullets.
- Keep the letter to one page (No more than 3-4 paragraphs).
EXAMPLE LETTER: RESIGNATION

Thomas Wood
1234 W. 30th Street
Los Angeles, CA 90008
213-123-4567
tommy@usc.edu

May 21, 2012

Ms. Jane Smith
Director of Development
5230 Webb St.
Los Angeles, CA 90089

Dear Ms. Smith:

Please accept this letter as formal notice of my resignation from the position of Development Coordinator at XYZ, Inc. My last day with the company will be June 4, 2012.

After much consideration I have decided to accept another employment opportunity to further my career goals. I was very fortunate to have been a part of such a professional and dynamic group of colleagues at XYZ Inc.

I appreciate the opportunities that were provided to me, all of which contributed greatly to my professional and personal growth. I would like to thank you for all your advice and support. I hope that we will stay in touch as I begin this new chapter in my career.

Sincerely,

Thomas Wood