

Name: _____

When, Why & How to Quit a Job

When should you quit a job?

1. After you have found a job.

Why would you quit a job?

1. You are moving.
2. You are going to school full time.
3. You have found another job.

Why would you look for a new job?

1. You want a more challenging job.
2. You want to do a job in your area of interest.
3. You want a better treatment by bosses or co-workers.
4. You want to make more money.
5. You want better benefits.

How should you quit a job?

1. Write a letter of resignation (see sample).
2. Give two weeks of notice or more.
3. Talk to your bosses in person when you turn in your letter.
4. Ask your boss for a letter of recommendation,
5. Leave on good terms with everyone.