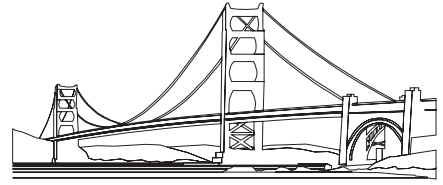


How to Cross that Bridge

**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 better treatment by bosses or co-workers.
4. You want to make more money.
5. You want better benefits.

When should you quit a job?

1. After you have found a new job.

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 boss in person when you turn in your letter.
4. Ask your boss for a letter of recommendation.
5. Leave on good terms with everyone.

Sample Letter of Resignation

Date _____

Dear _____
your supervisor

This is to resign my position as _____. My last day
your position
will be two weeks from today on _____.
date for last day

I would like to request a letter of recommendation from you to use in the future. Thank you for the opportunity to work here. I appreciate the skills I have learned from you and the job.

Sincerely,

your signature

