

16 Leave Your Job Positively

TRANSITION OBJECTIVE

Students will learn and practice positive procedures for leaving a job.

RELEVANCE TO SUCCESSFUL TRANSITION

The way we leave a job is as important as the way we start the job. Every job helps us build a strong resume and puts us in contact with people who may be helpful to us in the future.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

Leaving a job is . . .

❑ STEP 2: Convene Roundtable

"One thing I would want a past employer to say about me is ____."

❑ STEP 3: Advance Organizer

"Today you will learn and practice the best way to quit or leave a job."

❑ STEP 4: Activity - 25 Minutes


Put the quote, "Never burn your bridges," on the board. Have students talk with a partner for two minutes to prepare a definition and then share their ideas. After everyone has shared their answers, ask students how this would apply to leaving or quitting a job. Discuss this for five minutes, then have students turn to the handout **How to Cross that Bridge**. Discuss the ideas on the handout for ten minutes and add any new ideas students might have. Go over the **Sample Letter of Resignation**. As an additional out-of-class activity, have students prepare their own sample letters of resignation.

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CAREER MANAGEMENT: Unit 3 LESSON 16

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.

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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



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□ STEP 5: Activity - 20 Minutes

Break students into groups of three or four to develop and present a two-minute skit called *Leave Your Job With Style*. Each skit should show a positive way to leave a job. Each member of the group must participate in the skit.

□ STEP 6: Evaluate Outcomes

The best way to leave a job is "_____."

□ STEP 7: Connecting Activity

Have a speaker involved with hiring people talk to the class about the best way to leave a job. This person could also share views about being a good employee.

Review activities from **Lesson 8** in the **Preparation Unit** of this book.

KEY WORDS

resign**letter of resignation****reference****recommendation****resume****MATERIALS AND PREPARATION**

- Student Handouts: **How to Cross that Bridge**, page 173; **Sample Letter of Resignation**, page 174.
- Prepare to discuss ways to quit a job.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Listening, Speaking
- Thinking Skills: Creative Thinking, Visualizing, Decision Making
- Personal Qualities: Responsibility, Self-Management, Integrity/Honesty