

HOW TO CALL IT QUILTS

Career coach and business consultant Lisa Quast shares her top five tips for leaving a job without burning bridges.

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- 1. Zip It Up.** Once you get a new job, sign the paperwork before quitting your current one. "Make sure everything is finalized," Quast says.
- 2. Dear Job.** Write a resignation letter that includes your final work date and a bit of gratitude to your employer for the experience. "If you feel a need to share why you're leaving," Quast says, "have a confidential discussion with your manager or discuss this during your exit interview."
- 3. Breaking News.** Tell mentors and important contacts in person that you're leaving. "If you're close to someone, let him or her know you're leaving during a scheduled coffee chat or lunch outside of the office," Quast says.
- 4. Question Everything.** Ask yourself: What am I doing right now? Gather notes and share them with your co-workers. "It helps to ensure a smooth transition of your job responsibilities so your manager isn't left with a workload burden," Quast says.
- 5. Leave Strong.** "You never know when you'll need a recommendation from your previous manager," Quast says. "It's always best to leave them with a positive feeling about your work ethic, quality of work, and attitude."

