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It is likely going to happen some day; you are going to resign from one job to take a more progressive role at another organization. You want to make sure you resign in a style that maintains strong relationships with your current organization, boss and team. You never know when you may cross paths with all these people again.

Lisa Quast a career coach and contributor to Forbes.com provides some tips on [how to leave your current role without burning any bridges](#). Here are a few to consider:

Give adequate notice. While two-weeks notice is the norm, if you can give more notice – do! You want to give more notice if you are very senior, the only person who can do your role or if you provide a specialized expertise. Your employer is going to need some time to find your replacement and train them. If you have someone in mind – offer them up!

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Plan how you’ll transfer your responsibilities. Put together a solid plan to transition your work to colleagues or if you can complete as much of it as you can before your last day. Don’t leave it for your boss!

Meet individually with mentors and sponsors within the company. If you had people at the organization that looked out for you and mentored you during your tenure at the company – let them know as soon as you can and do it in person if it is possible. Let them know how much you appreciated their guidance and support.

Be prepared to be escorted out by security. If your new employer happens to be a direct competitor of the company where you currently work, you may be asked to leave immediately upon your resignation. Don’t be surprised and don’t react negatively – it isn’t you, it is just standard practice.



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And just in case you hold a grudge or some ill feelings towards your boss or the organization and want to [go out like this](#) – don’t!

If you do resign and get a counter offer, you will want to read our [post](#) on what to do before you make a decision!

