

Leaving a Job

TERMINATED (OR FIRED) FROM YOUR JOB

If your employer is unhappy with your attitude or work performance, he or she may give you a termination notice. A termination notice is usually effective immediately (the same day). A termination notice given to you in your paycheck envelope is often called a "pink slip." Giving you a termination notice or pink slip is a way of saying that you are fired. Getting fired is upsetting. There is not much you can do about getting fired except to take steps to find out the reason why. **Ask** your employer why you are fired. **Listen** to what you are told without blaming other people or getting angry. **Think about** what your employer said. **Plan** how you are going to change so another employer will not say the same thing about you in the future. If you do not want to change, realize that most employers think alike, and will react to your attitude or work performance in the same way — with a termination notice.

If you have done nothing wrong and receive a termination notice, you may have the misfortune of being hired by an employer with a bad attitude who is impossible to please. When this happens, be glad that you are out of an uncomfortable job so that you may find a new interesting job with an employer who values your work.

LAYOFF NOTICE

A company may try to save money by downsizing (reducing number of workers) when the company is not making money. When a company downsizes, workers get **layoff notices**. Layoff notice is a letter from the employer telling a worker that the job has ended — and if the job is expected to reopen in the future when the company starts making a profit (more money). Workers are not laid off because of bad attitudes or work performance. Workers are laid off because the company does not earn enough money to pay workers' wages. Sometimes a company will give laid off workers **severance pay**. This means that when workers are severed (cut off) from their jobs, they receive some pay to help pay bills while looking for another job. Severance pay is a check equal to one, two, or several weeks of pay depending upon the company's policy (rules). Companies are not required by law to give laid off workers severance pay.



QUIT A JOB

Quitting a job is a serious decision. Think about the reasons behind this decision before taking action. Ask yourself a few questions: Do I like my job? Can I afford to leave this job? Am I learning valuable skills? Does the new job pay more? Are the fringe benefits of the new job as good? Do I want to quit because I don't like someone at work? If so, am I letting this person make me quit a good job? Can I solve this problem another way? Can I ask for a transfer? Is the new job best for my career goals? Will I learn valuable skills on the new job? Will I have an opportunity to get a promotion on the new job?

If the new job is not better than your present job, find out if there is something you can do to improve your present job before you quit. Is there training you can get to help you change jobs within the company? How can you earn a transfer to a different department? Discuss these questions with your supervisor.

LEAVE GRACEFULLY

If you made a decision to resign (quit your job), **do it properly (follow the correct way) and do it gracefully (show politeness)**. Leave your employer and coworkers feeling good about knowing you. This can help you in two ways: 1) You will find it easier to return to your old job if the new job does not work out for some reason, and 2) You will get a better recommendation from your employer to help you get jobs in the future. Recommendation is a verbal talk or written letter from your employer telling another person what type of worker you are.



It is important that you tell your supervisor that you are leaving before you tell any coworkers. Supervisors do not like to hear about your resignation from others. Give the supervisor two weeks notice that you are quitting. This allows time to train a replacement for your job. Do not become a lazy worker because you are leaving the job. In fact, you may have to work a little harder if you are asked to train a replacement. Make an appointment to meet with your supervisor to discuss leaving. During the meeting, cover three things: 1) Why you are leaving the job, 2) Thanks for the job and the skills you have learned, and 3) Your last day of work. You may say:

“Mrs. Webster, I would like to tell you that I am leaving Happy Burger on June 16 because I have taken another job that will train me in additional skills. Thank you for the opportunity of working for Happy Burger. This job has shown me the importance of teamwork. Would you like me to train a replacement?”

In addition to telling your supervisor that you are leaving, you need to write a resignation (to resign, and called leaving a job) letter. This is because a busy supervisor may forget that you gave notice to quit and become upset when you leave. It is best for you to write a letter so that there is no confusion. You may give the letter to your supervisor during the meeting or the next day. A letter is proof that you gave notice. The letter needs to cover the three things you discussed during the meeting.

QUICK CHECK:

1. a) What is a termination notice? b) When is it effective? c) What is a pink slip?
2. List the 4 steps to take after being fired.
3. If you do not want to change, what do you need to realize?
4. a) If you have done nothing wrong and are fired, what can you be glad about? b) Why?
5. What is a layoff notice?
6. a) What is severance pay? b) Is it required?
7. Before quitting a job, you need to ask yourself questions. Write down which questions you think are the most important for you.
8. If you resign, list 2 ways you need to do it.
9. List 2 reasons why it helps you to leave your employer and coworkers feeling good about knowing you.
10. a) If you decide to leave, who should you tell first? b) Why?
11. a) How much notice do you give? b) Why?
12. List the 3 things you need to cover when you meet with the supervisor about leaving.
13. Using sample in bold print, write down what you will say to your supervisor to quit your job (or to Mr. Lopez for the pretend cashier job you have at the Home Store).
14. a) In addition to telling your supervisor you are leaving, what do you need to do? b) Why?
15. Look at the sample leaving a job letter on the next page. Word process a sample letter to your supervisor resigning from your current job. If you do not have a job, write a letter to Mr. Lopez to resign from a cashier job at the Home Store.

If your letter is too high or too low, add or delete lines in the space above your street address.

3945 My Street
Careerville, MS 99001
June 3, 2018

Use your home address and the current date

Press return (or enter) key 4 times

Mr. Parks
Careerville Movie Theaters
998 East Mall Lane
Careerville, MS 99000

Press return key 2 times

Dear Mr. Parks:

Press return key 2 times

Please accept this letter as notice of my resignation. My last day will be Friday, June 18.

Press return key 2 times

I have accepted another job offer which will give me an opportunity to learn additional skills that will help me succeed in a future career.

Press return key 2 times

Thank you for the opportunity to work for Careerville Movie Theaters. The skills I have learned will be valuable in the future. I have enjoyed working for such a fine company.

Press return key 2 times

Sincerely,

Press return key 4 times — Sign your name in the space after “Sincerely” — Start signing under the “S” or “i” and try not to slant up or down as you finish writing your name.

Theresa Gonzales

Note: Here is another example for the middle paragraph if you want to mention your new job: *I have been hired as a (job title) for (name of new company) in (city). This job will help me towards my career goal.*