**The Do’s and Don’ts of Quitting a Job**

**Do**

* Give at least two weeks’ notice and — if your schedule allows — offer to work longer to create a smooth and orderly transition
* Collaborate with your boss to figure out the best use of your remaining days and how you should tie up loose ends
* Be thankful about what you learned at your job and openly express gratitude to colleagues

 **Don’t**

* Give different reasons to different people — stick to one story about why you’re leaving
* Be dishonest or overly secretive about your next move — your boss and former colleagues will find out where you’ve landed soon enough
* Divulge too much during your exit interview — it’s not the time to give detailed feedback and ideas for improvement

**(**[**https://hbr.org/2014/12/how-to-quit-your-job-without-burning-bridges**](https://hbr.org/2014/12/how-to-quit-your-job-without-burning-bridges)**)**

**Right Track also says:**

**Do**

* Give notice in person, and follow up with an email so it is documented.
* Give your notice, no matter what. Don’t just stop showing up.
* Genuinely thank your supervisor and your colleagues.
* Ask if you can use them as a reference in the future – this is assuming that you didn’t get fired/leave on bad terms.

**Do**

* Don’t add the job to your resume if you worked less than a couple of weeks.
* Don’t quit a job before you have a new job! Make sure you have the job offer in writing and have accepted it before you submit your notice to your other job.