



LEAVE GOODWILL

Moving to a new job is exciting, but a thoughtful departure adds to your pool of great references

- Keep a positive attitude.
- Be focused and work until you leave. Complete as many projects as you can before your departure.
- Leave files are in good order.
- Prepare your successor with clear notes explaining what projects are underway and future plans.
- Settle unresolved problems and depart on good terms with everyone.
- Request a list of your co-workers names, phone numbers and e-mail addresses to help you network or keep in touch.
- Send thank-you letters and your new contact information to colleagues, key employees, and board members.
- Avoid venting personal criticisms or giving constructive criticism in general conversation or in public.
- Remain positive about the district you are leaving, its board members, and its employees.
- Take care not to gloat about your new job.
- Be a class act. People will remember you for it.

Components of a Basic Resignation Letter

- The purpose of the letter (resignation)
- Your regret in leaving
- Positive things about the district, your co-workers, and your experience
- Highlight your achievements
- Express gratitude for your opportunity to work for the district as well as for skills and knowledge gained