

# WEEKLY ENGLISH PRACTICE

## How to Quit Your Job and Leave a Good Impression

### 1. Give plenty of notice

Once you know that you're leaving your role, organise a meeting with your boss to hand in your official **notice**—and yes, you should tell your boss before everyone else!

Your **notice** period will depend on your contract. If you can, always give more **notice** than required. This will make a good impression as well as give you time to **wrap up** any projects that you're currently working on.

### 2. Be prepared for counter-offers

When you tell your manager that you're leaving, they may want to make you a counter-offer. This could be monetary or **perks**-based. You should never accept this offer **on the spot**. Ask for the terms in writing (an email will do) and take 24 hours to **mull it over**. You don't want to accept something in the heat of the moment that you'll regret later on. If you don't wish to accept their offer, simply send a polite email thanking them for the opportunity but letting them know that you will be moving on.

### 3. Tidy up

Before you leave your workplace, you need to make sure that you take care of basic **housekeeping**. Remove any personal items from your desk like calendars and photo frames. Make sure everything is clean and organised so that your replacement can **settle in** straight away. You will also need to undertake a digital spring-clean. That means deleting files and passwords from your laptop. Clear your search history too (just in case).

### 4. Plan a smooth transition

Right now, you're probably **relishing** the thought that the company will **fall apart** without you. Who will answer all those emails or handle the annoying phone calls? Well, you can stop daydreaming and start helping. Write up a transfer plan outlining all of your current projects, your recommendations for **wrapping** them **up**, and the names of specific employees you plan to **brief** on what you've got on your plate. This will be a massive help for your colleagues, and ensure they have a good impression of you as a person.

### 5. Don't overshare in your exit interview

Your HR department will probably want to conduct an exit interview with you during your last week. Do not treat this meeting as a therapy session. **Ranting** about your arch-enemy or complaining about the company culture can leave a really

11/03/21 / Keyword: impression

It's never easy to quit your job, but if you do, here are some suggestions to help you leave a good lasting impression on your workplace and not burn your bridges.



Photo by [krakenimages](#) on Unsplash.

## Useful vocabulary

**notice:** advance warning / period of time before you leave your job

**to wrap sth up:** to finish doing sth

**perk:** a benefit, a positive aspect

**on the spot:** immediately

**to mull sth over:** to think carefully about sth for a long time

**housekeeping:** necessary cleaning

**to relish sth:** to enjoy sth

**to fall apart:** to completely stop working

**to brief sb:** to give sb instructions

**to rant:** to complain loudly

**send-off:** a goodbye celebration

**settle in:** to get comfortable in a new place

## Let's chat about that!

1. **Have you ever quit your job? Why (not)?**
2. **Do you think it's important to make a good impression when leaving the workplace?**
3. **Which of the suggestions in the article are the most important?**
4. **What other ways can you leave your colleagues with a good lasting impression of you?**
5. **If you were thinking of leaving a job, what counter-offers could your boss make you? Use your imagination!**

# LIVE! English Events

Come and socialise in English!

## Remaning dates:

6th Mar  
(Not in April)  
8th May  
5th Jun

Use this Zoom  
link to join

## Coffee Saturdays

[https://zoom.us/j/  
97583959914](https://zoom.us/j/97583959914)



The first Saturday of every month: 11:00



The last Friday of every month: 18:15

WhatsApp John  
to attend

## Cinema Nights

657731354

## Remaning dates:

26th Mar  
30th April  
28th May  
25th Jun

bad impression. Instead, keep your criticism constructive. You might mention a few things that the company could work on, but keep the overall tone happy and positive.

## 6. Be proud

Take a moment to pat yourself on the back. If you've successfully worked your notice period and are still on great terms with all your colleagues, then consider it a success!

In addition, it's always a nice touch to send a goodbye email to your co-workers, especially if they gave you a nice **send-off**. Showing gratitude, manners and professionalism will make sure that they remember you fondly.

Adapted from: [www.independent.ie](http://www.independent.ie)  
by ECP coach Alison Keable

## Let's revise the vocabulary from the article.

### What word goes in each space?

When you decide to quit your job, you should give your boss plenty of n\_\_\_\_\_. This will make a good i\_\_\_\_\_ and give you time to w\_\_\_\_\_ up any unfinished tasks. If your boss makes you an attractive c\_\_\_\_\_-offer, you should m\_\_\_\_\_ it over for a few days before making a decision.

If you resolve to leave your workplace, take the time to tidy your desk and do a digital s\_\_\_\_\_-clean. You'll need to b\_\_\_\_\_ certain colleagues on your tasks and how to complete them.

During your exit interview, try not to o\_\_\_\_\_. It's OK to give constructive feedback, but this is not the time to r\_\_\_\_\_ about things that make you angry.

Check the text on page 1 if you're not sure!



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updates and practice!

