



Your Guide for Resigning from Corporate America

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For folks in the corporate world who do not love their job, the idea of resigning can seem refreshing and exciting. In fact, many people plan to leave their corporate jobs for years before they are finally able to take that leap, and when the time comes they find themselves completely unprepared for what it's really like!

What most people don't know is that the process of resigning doesn't end with giving your two weeks notice. When the moment finally arrives, the sudden confusion of what to do, what to say, and how to leave can seem like a surprise. Don't be caught off guard. When you're reading to leave your corporate job, follow these guidelines to make sure you do it right:



Stay Professional

If you didn't have the best work experience, you might be tempted to express yourself a little more honestly than you should when your last day of work comes around. Don't! You should feel free to vent to a friend or even draft a letter or an email with your real feelings, but in your last few weeks on the job it is important to stay professional. Be genuine when you interact with coworkers and managers. Avoid making uncomfortable statements about your work place and try to leave your coworkers with the best impression possible.



Give At Least Two Weeks Notice

Even if you are moving on to bigger and better things, such as retirement or a new job offer, it is still important to give your employer at least two weeks notice. This allows your employer to advertise for, hire, and retain a replacement for you. And if you're very lucky, you may be able to train your replacement or offer hand-off materials to assist them in your absence. People who disappear on the job tend to leave their employer in a lurch, and unfortunately, it reflects most poorly on the person who does the leaving.



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Get References

The best time to collect letters of recommendation from coworkers and supervisors is when you leave your current place of employment. Even if you're retiring or resigning for an exciting new position, you never know when you might need a letter of recommendation. The best thing you can do is pro-actively ask for them in your last few weeks at work and keep them on standby.



Take Time Off

If putting in your notice is a step between this job and another job, be sure to take a few weeks off to calibrate and tend to your home and family life. Make time for yourself, but also for family and friends who have supported you through this transition. Perhaps your spouse has picked up extra work around the house while you interviewed for a new job, or perhaps a close friend provided advice during the process. Now is the time to thank the people who helped you get where you are today.



Prepare for a New Adventure

Most important of all, you should set aside time to prepare yourself for a new adventure. No matter what you have planned, it will be very different from what you've been doing. And if you've been doing the same thing for years and years, it will be a huge adjustment! The transition between your current job and a new one can be surprisingly difficult when you make the final step towards resigning. Things you did not think that you would miss -- perhaps your morning commute, or joking around with coworkers -- are surprisingly sentimental moments, looking back. The best thing to do is to give yourself transition time to relax, grieve, and move on before starting your new adventure.



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Be Prepared, Be Successful

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