



“How to Navigate Leaving a Job” – BLOG POST

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At this point in the process, you have accepted a position with a new company and it is time to give notice. Your desire is to set yourself up for success for your last several weeks at the company you are leaving — the goal would be to set the stage for the easiest transition possible. This blog post's purpose is to detail choices you can make to ensure a smooth exit.

Time Frame for Notice

Giving as much notice as possible is optimal in leaving a therapy position. While the standard notice is two weeks, giving more than that is preferred by leadership. If three to four weeks can be given, it will likely be more appreciated than just the two-week time frame. It is unlikely that most companies can secure a candidate for your open position in just two weeks, as clinicians that would be hired will need to give notice themselves. As a result, if you are concerned that the news will not be well received, giving as much notice as possible will help to ease the blow.

"Clean Break"

Deciding to not continue a relationship at any level might be the option to take when leaving a position. There may be factors involved in the decision to leave the position that would be important considerations for making a "clean break" and not continue in any capacity with the company after the notice has been fulfilled.

The "I'll stay on PRN" Route

Some clinicians may decide to continue working for the company on a part-time or PRN capacity after leaving the company full-time; this approach tends to make it easier on coworkers when leaving a position. Continuing to work for the company on holidays or when there are over-flow needs might be an option so to "keep the door open" if the new opportunity does not work out as planned.

The Method of Notice

It is recommended that notice be given in writing, so that the effective date of notice is not an issue of discussion, but a clear-cut communication. An email or letter may be the best options, but some clinicians may desire to give verbal notice along with a formal letter at the same moment in time. Verbal-only notice is not recommended. The person who is the immediate supervisor would be the desired person to notify, but others who would directly be impacted at the same time could be carbon copied in an email, or receive a duplicate letter notice as well.

What to Include in the Resignation Notice

While it may or may not be clear the reasons for the exit from the position, it is not recommended that this be included in the formal notice. The communication should be concise, but subjects that would be recommended could also include:

- comments about gratitude for the opportunities that have been afforded,
- thankfulness for experiences gained along the way,



- valuable relationships that were formed will always be cherished, and,
- (If indicated) that you will share with others that you will refer others to the quality standards of the company.

After the Notice

After the notice is formally given, then coworkers will eventually find out that you will not be continuing with the company. Oftentimes, the question of where you will be working comes up; it is up to you if you decide you want to disclose this information. Directly letting coworkers know from yourself might be more desirable rather than hearing from the rumor-mill. Letting close-relationship individuals know how much you will miss them should aid in the transition.

Surviving the Last Couple of Weeks

Focusing on the following will aid in navigating the remaining days left in your time with company in your "soon to be"-former capacity:

- Focus on gratitude you experience that a new opportunity is coming your way
- Obtain contact information such as social media contacts, phone numbers, emails, etc. with the individuals that you desire to continue to communicate with after you leave, if you don't have this information yet;
- Take it one day at a time; these single days you focus on will eventually add up to the last day
- Encourage others as they communicate to you that they will miss you. Validate their feelings and let them know you have mixed feelings about leaving too, and that you will miss them.
- Don't dwell on these mixed emotions. Yes, honor these feelings, but do not live there. Cheer-lead yourself that you have plans in place for a beneficial reason and that new relationships and opportunities are on the horizon.

Not Burning Bridges

Keeping it classy in all communications will help to not burn any bridges for you in the future. Remind yourself that the therapy world is a small one, and that you don't know what sort of opportunities may come your way in the future if you leave on a helpful and beneficial manner. Take care to not share any negative or undesirable feelings with coworkers so to leave on a positive note. If you are assigned a task on the twilight of your time with the company that you feel is given because you are "on your way out," try your best to fulfill the duties of the job with an attitude of gratitude and remind yourself that you are moving onto to other opportunities.

Final Good-bye

Regardless if your leadership or coworkers decide to have a "sending off" event for you, decide to say your farewells in a ritualistic manner that is meaningful to you. Some ideas include:

- Writing hand-written "thank you" notes to those you will especially miss;
- Buy an assortment of small packs of candy, gum and treats and hand them out on your last day as a way to say goodbye;
- Bring in farewell food for everyone to enjoy; and
- Send flowers or a treat a week after you leave to let everyone know you are thinking about them.

Hopefully some of these ideas will aid you in your transition process when deciding to leave an employer. Ensuring a smooth transition can be a big step on the road to the next job of your dreams.