

SUCCESS

files

THE ART OF MAKING A GRACEFUL EXIT

Quit the job from hell and you might want to tell them where they can stick their unpaid overtime. But Managing Director of Advance Recruitments, Sascha Charlton, tells you how to exit with cred.



1. REMEMBER THE CLIENTS

While you might not care what the company you're leaving thinks about you, don't forget about your reputation within the industry. Sulky behaviour could come back to haunt you, and the clients you were short with might be your clients again in a future gig.

2. STAY IN THE LOOP

Stay in contact with a variety of people from the company, not just your friends. It's a good idea to have a book of business contacts and mentors who you check in with every so often via a quick email or phone call.

3. PAY IT FORWARD

It's common courtesy to make it as easy as possible for the incumbent stepping into your job. If there is a difficult client or an easy way to handle a particular task then give them the heads-up rather than letting them find out the hard way. Ideally you should make yourself available to answer any queries for a couple of weeks after leaving.



TEXT: ELIZABETH CORFE / PHOTOGRAPHY: GETTY IMAGES

PLUS 17 PAGES OF ALL YOUR SUCCESS NEEDS

▶ VIDEO VICTORY

▶ BEER NECESSITIES

▶ BUY AN ISLAND

▶ GET CREATIVE