

Kimberly Schneiderman

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Sent: Tuesday, March 06, 2007 11:16 AM
To: kimberly@citycareerservices.com
Subject: [Working Effortlessly] So, You Decided to Quit Your Job



Working Effortlessly

March 6, 2007

This Issue:

1. **So, You Decided to Quit Your Job. Now What?**
2. [The Career Change Community](#)---discount extended one week!
3. [How to Figure Out What You Want When Changing Careers](#)-tonight, space still available

So, You Decided to Quit Your Job. Now What?

Hi Kimberly,

When I was working in the corporate world, before becoming a coach, I had six jobs in seven years! I know what it's like to give notice, pack up, and leave an organization. As part of the career transition process, my clients are often in the position of leaving their current jobs and moving on to something new. Today's tip from Kimberly Schneiderman of City Career Services shares what you need to know when leaving a job in order to make it a great ending. I wish I had this advice back then!



Warmest,
Annemarie

First, congratulations on making a tough decision! Whether you are leaving your job to accept a new position, venture out on your own, or take a break from the work world, there are several things you need to do to make the transition smooth for your employer and retain your professional reputation.

Before you give notice:

1. **Delete personal and/or embarrassing emails and documents** from your email account and computer. There is no reason for someone to be able to read the intimate

details of your Super Bowl party, and it could serve to your detriment if you ever need a recommendation from this employer.

2. Take an inventory of the personal items in your desk and office. If you are asked to leave immediately upon giving notice, you will want to make sure the company ships everything you have to you. You can start taking some things home, but be cautious, nothing says "I'm outta here!" more than a clean office.

3. Understand your company's policies on unused vacation and sick days. Can you expect payment for the days or do you have to forego them as unpaid?

4. Decide what the appropriate length of notice will be. Everyone knows the standard notice is two weeks, but if your position is complex or will require a long transition period, you should give four weeks.

5. Prepare your resignation letter. Draft it like any other business correspondence, using your own letterhead; include the date of the letter and the date of your last day on the job. You can also express appreciation for the opportunity to work at the company without going too overboard. Keep the letter simple.

Click on the link below to read the rest of the article and learn what to do *after* giving notice.

Kimberly Schneiderman is owner of [City Career Services](#), a company that provides job search tools including [Resumes](#), [Cover Letters](#), and [Interview Workshops](#) to goal-oriented professionals at all levels and across all industries.

– [Read the rest of the article here.](#) –

The Career Change Community---discount extended one week!

I know some of you didn't get to open my message from last week in time to take advantage of the discount for the CCC so **I'm extending the discount through March 9th!**

Are you wishing for a career change but not getting anywhere on your own? Then join our member-only calls and become part of The Career Change Community. If you join today, **you will receive the proven steps, tools, and expert guidance you need to change careers and avoid the mistakes so many people make all for \$147 for 12 weeks.** This comes out to \$12/call. **On March 10 the price goes up to \$360 for 12 weeks** or \$30/call. With all that you get as a CCC member, it's still a great offer but if you're interested in making a career change, I'd love to see you sign on at the lower rate.

If you're interested in making a career change, just e-mail me at coach@segaric.com or call me at 212-724-5882 and I'll get you signed up! Feel free to contact me with any questions.

[Learn more and sign up here for The Career Change Community calls](#)

How to Figure Out What You Want When Changing Careers--tonight, space still available

[How to Figure Out What You Want When Changing Careers](#)

Need help in finding your passion? This call will give you the five ways to do so!

When: March 6th, 8:30pm

Where: on the telephone

Cost: \$0

P.S. Have you taken the class already? **Sign up again!** Repeated exposure to the same helpful tips and surrounding yourself with other career changers can only help you get to where you want to go.

[Sign up here.](#)

About Annemarie Segaric

Annemarie is a life and career change coach who works with people who want to change careers but don't know what they want to do. She offers individual and group coaching, workshops, and keynotes focused on changing careers, figuring out what you want, and paying the bills while living your dreams. Annemarie is also the author of the career change pocket booklet, *107 Tips For Changing Your Career While Still Paying the Bills*.

[Learn more at www.segaric.com.](http://www.segaric.com)

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