



# Module: Moving on From a Job

This module covers when to move on from a job, how to write a resignation letter, and ways to professionally transition from a job.

# About CanWork BC

CanWork BC aims to make it easier for youth with disabilities ages to 15 to 30 years old to find and keep employment. There are a series of tools and resources for youth, employers, service providers, educators, and caregivers.

CanAssist at the University of Victoria, with the support of the BC Ministry of Social Development and Poverty Reduction, wrote the Provincial Employment Strategy for Youth with Disabilities (ESYD). This strategy informed the tools and resources.

## The Youth Tool

The CanWork BC youth tool is available as an interactive online platform at [portal.canworkbc.ca](https://portal.canworkbc.ca) and through PDF workbooks such as this one. There are five dimensions of content available.

For the full PDF workbook content and accompanying facilitator guides, as well as other CanWork BC tools and resources, go to [canworkbc.ca](https://canworkbc.ca).

# Introduction

This module has three sections to help you leave a job professionally. You'll explore:

- Identifying when it's time to move on, even if leaving isn't your choice.
- Understanding what to expect when you resign or are let go.
- Building awareness about your rights as they relate to leaving a job.

Each section will take around 15-30 minutes to complete, and you're welcome to take breaks in between.

Each section has activities that connect employment essentials to your own life to make sure this is useful for you. Be prepared to think about and record your answers in whatever way works best. That could be writing your answers in this workbook or using a different format that works for you like voice recording or typing in a notes app.

At the end of the module, you'll have the chance to put what you've learned into practice with reflection questions. Let's get started!

# Section 1: Deciding to Leave a Job

This is an important decision that can impact your career and overall happiness. Recognizing when to move on or stay is essential for personal and career growth.

**In this section, we'll cover:**

- Recognizing the signs that you are ready to move on.
- Understanding why staying in a role may be the right decision.

By the end of this section, you'll have a better understanding of the factors that can help you decide confidently, and how your choices can lead to job satisfaction and growth opportunities.

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## Engage and Explore

### Is It Time to Move On?

Deciding whether it's time to leave a job can depend on different factors, and taking time to think through these can help you make the right decision.

Below are some signs it might be time to consider a change:

- **Career growth**

Consider whether your current job helps you achieve your long-term goals. You may feel stuck if there are no chances to learn new skills or grow.

**Tip**

To get clarity, talk with your supervisor about your career goals. If they can't assist you in finding growth opportunities, it may be time to explore other options that align better with your career development.

- **Work-life balance**

If your job is impacting your health, personal time, or relationships, it's worth considering whether the demands of your job fit your lifestyle. Weigh the benefits of your position against the stress it creates in your life.

**Tip**

Writing down your top priorities can help you see if your job allows you to make space for these important areas. If it doesn't, it may be a sign to reconsider your role.

- **Job satisfaction**

When you feel unmotivated for a long time, it's important to reflect on your daily tasks to identify what you enjoy and what doesn't engage you. If work has become less enjoyable or fulfilling, it might be a sign to consider your options.

**Tip**

Keeping a record of your energy levels during different tasks can help with this reflection. If you feel mainly drained, it could be a good idea to start looking for new job opportunities.

- **Workplace relationship issues**

Sometimes, issues with coworkers or managers can create a challenging work environment. Before deciding to leave, it can be helpful to try resolving conflicts directly through calm conversations.

**Tip**

Using "I" statements can be a constructive way to express your feelings. For example, saying "I feel stressed when deadlines change suddenly" can promote understanding and encourage positive changes. Asking why deadlines shifted is one way to start a positive conversation that helps you understand the bigger picture and shows your employer you are interested.

## Problem-Solving First

Before deciding to leave, take the time to understand the reasons behind your dissatisfaction. Making small adjustments or setting clear boundaries can improve your work experience.

- *Example: Discussing ways to prioritize tasks or share responsibilities with your manager is a good idea if you feel overwhelmed by your workload. This approach may help you stay in a job that's otherwise a good fit for you.*

## When Leaving Isn't an Option

Sometimes, you may have to wait to leave for financial or personal reasons. In these cases, you can still improve your situation.

Here some strategies to do that:

- **Find motivation**  
Focus on parts of your job that you enjoy or are meaningful to you. Setting small goals or taking on side projects can add purpose to your workday.
- **Build skills**  
If you're planning to eventually switch roles, consider learning new skills or building connections that could support your future goals while you're still in your current position.

- **Stay motivated**

Keep a list of positive achievements at your job, like projects you completed or challenges you overcame. Reflecting on these can remind you of the value you're adding and help keep you motivated.

## **Make it Personal**

### **Problem-Solving Reflection**

Now that we've looked at different factors to consider when deciding whether to stay or leave a job, it's important to recognize that trying to solve the problem first is a key step. By thinking about the problem and possible solutions, you can figure out if it's better to make changes or move on.

Follow the steps below to look at how to spot challenges at work, and come up with ideas to solve the problem before making any big decisions. Write your answers below or in a notes app or another digital format that works for you. Use the examples to help you if needed.

#### **Step 1: Identifying the challenge**

**Question:** What is the main problem or challenge you're facing in your current job, school, or volunteer situation?

- *Example: "I'm feeling overwhelmed by my workload at my job" or "I'm finding it hard to stay motivated in my studies."*



## Step 2: Understanding the cause

**Question:** Why do you think this problem is happening?

- *“Example: “I’m not sure how to prioritize my tasks” or “I haven’t been setting clear goals.”*

## Step 3: Exploring possible solutions

**Question:** What could you do to address or improve this situation?

- *Example: “I could speak with my supervisor about task prioritization” or “I could break my goals into smaller, more manageable steps”.*

#### **Step 4: Seeking support**

**Question:** Is there someone who could help you with this issue or offer advice?

- *Example: “My manager could help me prioritize my tasks” or “A mentor might give me ideas on staying motivated.”*

#### **Step 5: Predicting the outcomes**

**Question:** If you try this solution, what do you think the result would be?

- *Example: “I might feel more organized and less stressed” or “I could regain focus and feel more productive.”*



## Section 2: Navigating Resignations and Terminations

Knowing how to manage resignations and terminations can help you leave a job positively and keep a good reputation. This way, you can move smoothly into your next opportunity.

A resignation is when you leave a job, and a termination is when your employer decides to end your employment.

**In this section, we'll cover:**

- Writing a professional resignation letter.
- Understanding what to expect during the termination process.
- Handling both situations with confidence.

By the end of this section, you will have a better understanding of how to leave a positive impression and keep future opportunities open. You will also have insights into how to manage your feelings and stress around the end of a job so you can focus on what to do next.

### Engage and Explore

#### Writing a Resignation Letter

A resignation letter is your official notice that you are leaving your job. It's an important document that helps you leave on good terms.

Look at the following sample resignation letter to explore the different parts. Read about each part below.

As you explore, you'll find essential tips for creating a professional resignation letter. Remember that your letter doesn't need to match the sample exactly; you can adapt it to fit your style while focusing on the key points.

1	<p><b>[Your Full Name]</b> [Your Address] [Your Email Address] [Date]</p> <p style="text-align: right;"><b>[Recipient's Name]</b> [Recipient's Title] [Company Name]</p> <p>Dear [Manager's Name],</p>
2	<p>I am writing to formally resign from my position as [Current Role] with [Company Name], effective [Last Working Day].</p>
3	<p>I appreciate the support and opportunities I have received during my time here.</p>
4	<p>I am happy to assist in training my replacement or handing over my responsibilities to ensure a smooth transition.</p>
5	<p>Thank you once again for everything. I wish the team continued success in the future.</p>
6	<p>Sincerely, [Your Name]</p>

## 1. Contact information

When writing a resignation letter, adjust your contact details based on the delivery method. If mailing, include your home and email addresses. If emailing, skip the email address as it's already in the email header. Always provide contact info for follow-up.

## 2. Keep it simple and clear and provide two weeks' notice

Start with a straightforward resignation statement.

- *Example: I am writing to formally resign from my position at [Company Name], effective [Last Working Day].*

It's common to give your employer at least two weeks' notice before your last day. This shows respect and allows them time to prepare for your departure. Be sure to check your employment agreement to confirm if there is a minimum notice requirement and any details about how to resign specific to your employer.

## 3. Say thank you

Thank your employer for the opportunities you had at the company. Adding a specific example of what you enjoyed or learned that can be a good optional addition.

- *Example: I appreciate the support and opportunities I have received during my time here.*

## 4. Offer to help

Mention that you are happy to help with the transition.

- *Example: I am happy to help train my replacement or hand over my responsibilities to the best of my abilities while I finish my finish my tasks.*

## **5. Close professionally**

End on a positive note.

- *Example: I wish the team continued success in the future.*

## **Handling Unplanned Job Terminations**

Sometimes, jobs end suddenly because of layoffs, company changes, or job performance issues. Feel free to ask your employer for more information if you think it can offer clarity for future reference, job applications, or understanding your rights.

Here are a few tips to help you handle unexpected terminations:

- **Ask questions**

If you don't fully understand why you were let go, ask for more details. This helps you know the full picture.

- *Example: Can you explain why I'm being let go? I would like to understand the reason better.*

- **Stay calm**

It's normal to feel upset but try to take a breath and stay composed. Give yourself time to think clearly about what to do next.

- **Request documentation**

It can be very helpful to get written confirmation of your termination and details about your final pay, benefits, or severance.

## Make it Personal

### Career Transition Checklist

When resigning from your role, there are key points to keep in mind to ensure you leave on good terms.

Use the following checklist as a guide to ensure a smooth transition when you're ready to write a resignation letter. It will help you cover all the key points needed for a professional and respectful exit.

When you use the checklist, write your answers to the questions in the boxes provided or in a notes app or another digital format that works for you.

- ☐ **Provide two weeks' notice**

*I've let my employer know about my last working day at least two weeks in advance.*

**Question:** Why is giving notice important to you?



☐ **Keep it simple and clear**

*My resignation letter starts with a straightforward resignation statement.*

**Question:** How does it feel to be clear and direct in your communication?

☐ **Express gratitude**

*I've included a thank-you note for my time there and the opportunities I've had.*

**Question:** What experiences are you most grateful for in your role?

☐ **Offer to help**

*I've mentioned my willingness to help with the transition.*

**Question:** What are some ways you could support yourself and the team during the transition?

☐ **Close professionally**

*I've ended my letter on a positive note.*

**Question:** What positive message do you want to leave your employer with?



## **Section 3: Managing the Transition from a Job**

Have you ever thought about what happens after you leave a job?

Managing the transition from a job is important for your future success and happiness. Understanding this process can help you move forward with confidence.

**In this section, we'll cover:**

- Understanding what to expect after resigning.
- Building awareness of how to handle changes in your routine.
- Knowing where to find resources on employment standards and laws related to your transition.

By the end of this section, you will have a better understanding of how you can manage your stress during this change and a deeper awareness of job laws and rules that can be helpful.

### **Engage and Explore**

#### **What to Expect After Leaving a Job**

When leaving a job, there are steps to remember beyond just getting your final paycheck or benefits.

Here's what you can focus on to make the transition smoother:

- **Exit interview**

Many companies offer an exit interview where you can share your experiences and feedback. This is a chance to leave on a positive note and provide helpful feedback.

- **Handover responsibilities**

Make sure you complete a smooth transition by sharing important information, such as project updates, key contacts, and login details, with your team or replacement.

- **References**

Ask your supervisor or coworkers if they are willing to act as references or write recommendation letters for your future job applications. It's best to get this in writing while your work is fresh in their mind.

## Handling Changes

Let's explore different ways to handle your transition positively and ensure a smooth change. Read about some strategies in the table below:

Strategy	Description	Example
<b>Celebrate your success</b>	Leaving a job is a big step, so take a moment to reflect on your	Think about projects you completed successfully or skills you've developed.

	<p>accomplishments. Celebrating your successes can improve your confidence as you move forward into your next opportunity.</p>	
<p><b>Find a new routine</b></p>	<p>After leaving a job, it's normal to feel a bit unsteady, especially if your daily routine changes. Finding a new structure for your days can help you feel more in control.</p>	<p>Creating small, achievable goals for personal projects or your job search to keep you focused.</p> <p>Building a routine like starting your day with simple activities such as exercising, reading, or planning your job search.</p> <p>Taking time to recharge before jumping into the next opportunity if you can. Resting can help you reflect on your career goals and prepare you for future roles.</p>

<p><b>Review your finances</b></p>	<p>Understanding your financial situation is important when leaving a job.</p>	<p>Create a budget to manage your expenses so you can help manage any stress around money.</p> <p>Check if you're eligible for Employment Insurance.</p> <p>Check out the Money Management Dimension to learn about managing your finances.</p>
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## Helpful Resources

Transitioning to a new job is much easier when you know where to look for help. Here are some resources to help:

### Employment standards

It's important to know the laws when leaving a job. These laws protect your rights and make sure everything goes smoothly during your transition. You can find reliable information which explains key rules like notice periods, final pay, and other rights when leaving a job on the BC's Employment Standards website:

- <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards>

## Additional Resources

- Take a look at the Government of Canada's Job Transition Tool: [jobbank.gc.ca/career-planning/job-transition](https://jobbank.gc.ca/career-planning/job-transition)
- Check out the Creating a Job Search Toolkit and Applying for Job Opportunities module in this dimension to help you with your job search.

### Tip

Remember to network. Talk to friends, old coworkers, and other contacts. Let them know you are looking for a job. They might have job leads or helpful tips.

## Make it Personal

### Transition Planning Guide

When you resign from a job, writing a resignation letter is just the first step. It's also important to make your departure smooth. This keeps a good relationship with your employer and helps everyone with the transition.

Follow the steps below to create your own transition planning guide. Write your answers below or in a notes app or another digital format that works for you.

This transition planning guide will help you stay organized by completing tasks, handing over responsibilities, and sharing key



information, ensuring you leave on good terms and your exit is as smooth as possible.

### **Step 1: Identify key projects and tasks to complete**

List any ongoing projects that need to be finished or handed over.

- *Example, complete the sales report, completing important day-to-day duties, etc.*



### **Step 2: Create training notes for your replacement**

Summarize any information your replacement would need to perform your tasks.

- *Example, step-by-step process for monthly report generation, important software logins.*

### **Step 3: List key contacts to inform or hand over**

List important contacts (e.g., clients, suppliers, team members) that need to be informed about your departure or handed over to someone else.

- *Example, handover client communication to John in the Sales department, inform the IT team.*

### **Step 4: Gather documents and resources to share**

List any documents, resources, or tools you need to give to your team or replacement.

- *Example: Project files, training manuals, login information.*

### **Step 5: Make a plan for your final day**

Write down any important activities for your last day, including meetings, returning company items, or saying goodbye to coworkers.

- *Example: Have an exit interview with HR, return company laptop and key card.*

## Reflect and Connect

Great work! We've covered a lot in this module including:

- Recognize when it's time to move on from a job.
- Understand what to expect when resigning or being let go.
- Know how to transition out of a job smoothly and handle changes.

Take a moment to think about the questions below and how they relate to your experiences. Write your answers below or in a notes app or another digital format that works for you. Think of this as a reflective journal for yourself, which you can refer to later.

Happy reflecting!

**What are some reasons you might choose to leave a job?**



**How might you feel when leaving a job, and what strategies could help you manage those emotions?**

**What changes might you experience after leaving a job, and what resources could help you navigate them?**

**What are some ways to keep in touch with colleagues or supervisors for future job opportunities?**

**How can celebrating your achievements boost your confidence as move forward in your employment journey after leaving a job?**

# Keep Going

There is so much more to learn! Access the full CanWork BC content and learn more about the program at **[canworkbc.ca](https://canworkbc.ca)**.

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