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parting ways with a company. In a separate survey of HR managers, 83 percent said the way someone quits affects their future career opportunities.

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Workers were asked, “Thinking of your current job, what is the most likely reason you would quit?” Their responses:

For more money	44%
For a company with a higher purpose/stronger mission	12%
Don’t feel appreciated	12%
Bored/unchallenged by work	12%
Bad commute/want something closer to home	7%
Corporate culture is not a fit	7%
Unhappy with boss	<u>6%</u>
	100%

HR managers were asked, “How does the manner in which someone quits a job affect that person’s future career opportunities?” Their responses:

Greatly affects it	27%
Somewhat affects it	56%
Does not affect it at all	<u>16%</u>

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Britton added, "When an employee decides to leave a company, exiting on good terms is a must. You never know when you might encounter a former colleague later in your career."

OfficeTeam offers workers the following don'ts when quitting a job, along with advice for what to do instead:

Don't	Do This Instead
Make a rash decision	Think carefully through the pros and cons of leaving. Have another position lined up first.
Tell your boss last	Schedule a meeting with your manager to discuss your resignation before alerting coworkers. Try to give at least two weeks' notice.
Leave others in the lurch	Tie up loose ends on projects. Offer to help with the transition during your final days.
Burn bridges	Thank colleagues and exchange contact information with those you'd like to keep in your network.
Walk before you talk	If an exit interview is offered, provide constructive feedback in a professional manner.

## Payroll

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