



How to Finish Up the Last Two Weeks at Your Job

After giving your official two weeks' notice, it can be easy to be complacent and "coast" along during the last days of your employment. But in reality, this is the time that you need to work harder than ever, because this is the lasting impression that you will leave with your employer. You never know when the "ghosts of employment past" will come back to haunt you, so be sure that you leave on a positive note. Read on for what you need to do during the last two weeks at your job.

Show Up!

The last two weeks of your job are NOT the time to use accrued vacation or sick time. It's difficult to finish up projects and to leave on a good note when you're not even there! And it's not very professional to tell your employer that you'll stay for two weeks and then take that time off.

Make the Most of Your Time

During your last days at your **job**, use your time wisely. Offer to train your replacement, tie up loose ends with projects, or work to clear out your workspace. (When cleaning your workspace, don't forget to delete personal information from your computer.)

It is also recommended that you meet with **human resources** to discuss any issues in pay or benefits such as balances in vacation time, bonuses owed, or things like COBRA forms for your insurance coverage.

Maintain Connections

It's always beneficial to keep connections with co-workers or supervisors who can vouch for your employment and work ethic, so get contact information from them before leaving.

Leaving on the Best of Terms

Even if you can't wait to leave your job, remember to keep a positive and **professional attitude** so that your time with the company won't be in vain. Keep negative opinions about co-workers or supervisors to yourself, and consider writing thank you cards to those who have helped you during your time of employment.