

Quotes from: *The Exit Process*

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“Anticipating the needs is the solution to the problem you can’t predict.”

“How a company treats its people, especially on their way out speaks volumes.”

“Anytime an employee leaves, your security risk increases.”

“Never miss an opportunity to obtain feedback.”

“Having a plan in place that you can immediately initiate will help control the damage.”

“If communication isn’t properly handled, others will come to their own conclusions as to why someone is leaving.”

“Don’t assume that filling the role exactly as it is, will be best for the company.”

“Remember, it is not your exiting employee’s job to set the next employee up for success —it’s your job.”

“Don’t rely on the integrity of the person leaving to protect your company.”

“Don’t let clients or projects get lost during the transition time.”

“Everyone deserves to feel worthy in the workplace until their last day with the company.”

“Create a system to collect authentic feedback from all exiting employees.”

“Ask tough questions. But be prepared for responses that may be equally tough to hear.”

“When someone leaves, they will either become a supporter of your company or an adversary.”

“Former employees are your best (or worst) forms of advertising.”

“Keep in mind that ex-employees can be great marketing and ambassadors for your company.”

“Protecting your team, your assets, your company—all that you’ve built and worked so hard for is important.”

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