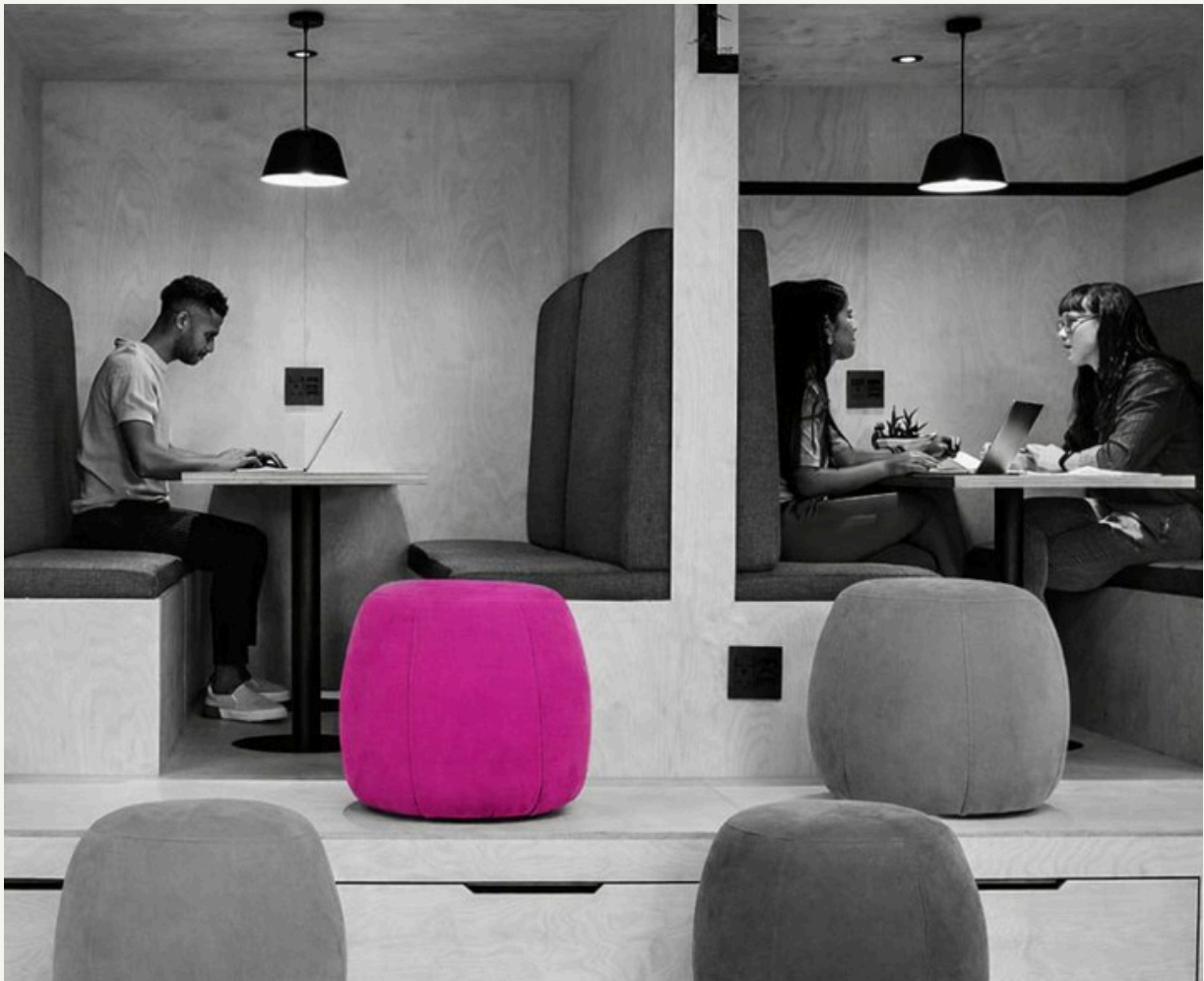


HOW TO LEAVE A JOB WELL

6 simple ways to
leave a positive legacy



Starting a new role is exciting. It marks the beginning of a new chapter, new opportunities and new relationships, but before you focus on what's next, it's worth thinking about what you're leaving behind.

The way you leave can have a lasting impact on your reputation, your colleagues and even your future career. In industries built on relationships, people rarely remember your notice period because you were leaving, they remember how you behaved while you were there. Here are six ways to leave a positive legacy.

1. Leave everything better than you found it

One of the best gifts you can leave your team is a smooth transition.

Take the time to organise shared files, document key processes, update project plans and leave clear notes on anything that's still in progress. Think about the questions someone stepping into your role is likely to ask and answer them before they need to.

It's a simple act of professionalism that can save your colleagues hours of frustration and shows respect for the people continuing the work.

2. Finish as strongly as you started

It's natural to be excited about your next opportunity, but your final few weeks often become people's lasting impression. Stay engaged. Meet your deadlines. Continue to contribute. Wherever possible, see projects through to completion rather than mentally checking out.

A strong finish demonstrates integrity. It tells people you take pride in your work, regardless of whether you're staying or leaving.



3. Share what only you know

Every role comes with knowledge that never makes it into a process document. Perhaps you know why a campaign performed particularly well, which supplier always goes the extra mile, or how a particular client prefers to communicate.

Take time to share that insight. Introduce key contacts, explain the context behind important decisions and walk colleagues through the nuances they've never had the chance to learn. Passing on your experience helps your team long after you've moved on.

4. Celebrate the people who have been part of your journey

Before you leave, thank the colleagues, managers and mentors who've supported you along the way. Whether it's a personal message, a coffee or a simple conversation, taking the time to acknowledge the people who've made a difference is something they'll remember. You never know when your paths will cross again.

5. Don't overlook the admin

Leaving a role isn't just about handing over your work. Make sure you understand your contractual obligations, including notice periods, annual leave, expenses, company equipment, confidentiality requirements and any ongoing responsibilities after your employment ends.

Completing the practical details properly protects both you and your employer, and ensures your departure is as straightforward as possible.

6. Leave the door open

Today's colleague could become tomorrow's client, hiring manager or business partner. Leave with positivity and stay connected with the people you've enjoyed working with. Avoid unnecessary negativity and remember that your professional reputation travels with you.

The creative industries are surprisingly small, and people remember those who leave with professionalism and respect.

A positive legacy isn't about grand gestures, it's about making life a little easier for others. Sharing your knowledge. Showing gratitude. Finishing what you started. The role may end, but your reputation doesn't.

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ABOUT HANDLE RECRUITMENT

Handle Recruitment has been supporting the creative industries since 1978, building our reputation in music before expanding across film, TV, entertainment, fashion, live events, sport, publishing, and creative services. We provide permanent, temporary, and interim recruitment, alongside people consultancy and freelance payroll and compliance solutions.

We partner with organisations of all sizes, from household names to the great brands of tomorrow, helping them find exceptional talent across Marketing, Finance, HR, Office Support, Sales, Legal, Event Operations, and Creative. At our core is a simple belief: great brands are defined by the people behind them, and great careers are built in places where people can grow, contribute, and thrive.

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