

LEAVING A JOB CHECKLIST

Name of Company: _____

Date of Resignation: _____

☐ Before Resigning

- ✓ If leaving to go to another company, make sure you have the offer letter in hand.
- ✓ Create a list of people you want to talk to in-person before leaving.
- ✓ Print/file any important documents and emails. Ex.: Tax documents, pay slips, etc.
- ✓ File any expenses, claims and reports.
- ✓ Write a short transition document on project/accounts you are working on.
- ✓ Gradually start taking home personal items that are in office.
- ✓ Complete remaining work tasks.
- ✓ Draft your resignation mail/letter in advance.
- ✓ Know your notice period and send your resignation mail/letter appropriately.
- ✓ Agree on your last working day with your boss and HR.

☐ Day of Resigning

- ✓ Schedule time with your boss/HR.
- ✓ Send farewell emails.
- ✓ Contact key people and let them know.
- ✓ Hand-over all your pending tasks.
- ✓ Submit company possessions such as locker keys, ID card, Laptop, etc. on your last day.

☐ After Resigning

- ✓ Address important administrative tasks. Ex: Medical Insurance
- ✓ Follow up with HR for documentation and follow up on outstanding pay and expenses.
- ✓ Update LinkedIn and other Social Media profiles.



Notes:

