

# Career Transition Checklist

Prepare for a seamless transition with this comprehensive checklist for a well-organized and positive departure.

- SUBMIT RESIGNATION LETTER
- FINALIZE WORK SCHEDULE
- PREPARE FOR EXIT INTERVIEW
- FINALIZE FINANCIAL DETAILS
- CONFIRM BENEFIT CONTINUATION
- COMPLETE PENDING PROJECTS
- CONDUCT KNOWLEDGE TRANSFER
- UPDATE CONTACT INFORMATION
- NOTIFY CONTACTS
- GATHER PROFESSIONAL REFERENCES
- PLAN FAREWELL GATHERING
- CLEAR PERSONAL ITEMS
- RETURN COMPANY PROPERTY
- SEND THANK YOU NOTES
- GATHER PROFESSIONAL REFERENCES