

Resigning Checklist



10 Easy Steps
to get the
Job You Want!

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ReadySet HIRED! Checklists are intended to be used as a guide. The actions and items listed are “reminders” – things you need to consider at particular stages of your job search. The checklists are by no means absolute so don’t feel you have to check off every item on the list in order to proceed. They are also not exhaustive, so there are likely “other” items and actions you need to consider that are not on the list depending on your particular situation and requirements.

PREPARATION	
<input type="checkbox"/> Company Policy	I am familiar with the company policy and recent practices around resignation.
<input type="checkbox"/> Employment Agreement	I have reviewed the terms of my employment agreement and identified any ongoing obligations.
<input type="checkbox"/> Notice Period	I have determined the appropriate notice period and am I prepared to resign accordingly.
<input type="checkbox"/> Who To Inform	I know who to inform about my resignation. If there are a number of people to whom I must speak, I know in which order I must approach them.
<input type="checkbox"/> When To Resign	I know the best day of the week and time of day on which to resign. I will be sensitive to any situations which may be affected by my resignation.
<input type="checkbox"/> What To Say	I have prepared what I will say upon my resignation.
<input type="checkbox"/> Resignation Letter	I have prepared a brief and appropriate resignation letter that I will hand over once I’ve had the in-person conversation with the right person.
<input type="checkbox"/> Transitioning Work	I have identified what work needs to be transitioned.
<input type="checkbox"/> Personal Effects	I have considered what personal effects I will take with me when I leave. If I am walked out, preparing in advance will smooth the process of clearing my desk.
PROCESS	
<input type="checkbox"/> In Person	I am prepared to resign in person and not by telephone, email or otherwise.
<input type="checkbox"/> Counter Offer	I have prepared my position if I am presented with a counter offer.
<input type="checkbox"/> Resignation Letter	I will hand over my resignation letter only after having the in-person conversation.
<input type="checkbox"/> Offer To Help	I will offer to help with the hiring and training of my replacement, within reason.
<input type="checkbox"/> Being Walked Out	In the event that I’m walked out, I will remain professional. I have already identified which personal effects I will be taking with me when I leave.
OTHER	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	