

Resignation Checklist

1. Before Submitting Your Resignation

- ☐ Confirm your decision and final working date
 - ☐ Review your employment contract for:
 - Notice period
 - Non-compete / non-solicitation clauses
 - PTO payout policy
 - Bonus or commission rules
 - ☐ Prepare a written resignation letter
 - ☐ Plan how to give notice (in person, video call, etc.)
 - ☐ Ensure you have saved personal files and contacts
 - ☐ Avoid downloading or taking any company-confidential information
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2. Submitting Your Resignation

- ☐ Schedule a meeting with your manager
 - ☐ Deliver your resignation letter professionally
 - ☐ Communicate a clear last day of employment
 - ☐ Offer support during the transition
 - ☐ Notify HR if required
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3. Transition & Work Handover

- ☐ List all active projects, deadlines, and status updates
 - ☐ Prepare handover documents for each project
 - ☐ Identify key files, passwords, shared drives, and tools
 - ☐ Train your replacement or teammates if needed
 - ☐ Wrap up open tasks or communicate items that will remain unfinished
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4. Company Property & Access

- ☐ Return company laptop, phone, or equipment
 - ☐ Return keycards, badges, or office keys
 - ☐ Return credit cards, SIM cards, or tools
 - ☐ Transfer ownership of work accounts to company (e.g., subscriptions, platforms)
 - ☐ Remove company accounts from personal devices
 - ☐ Disable dual authentications connected to your personal phone
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5. HR, Payroll & Benefits

- ☐ Confirm your final paycheck date
 - ☐ Ask about unused PTO payout
 - ☐ Review health benefits continuation (COBRA or local equivalent)
 - ☐ Confirm last effective date of insurance
 - ☐ Request info about retirement plan rollover or pension options
 - ☐ Collect any owed bonuses or reimbursements
 - ☐ Update your mailing address for tax forms (W-2/1099 or equivalent)
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6. Personal Preparation

- ☐ Save copies of performance reviews, achievements, or work samples (non-confidential)
 - ☐ Update your résumé and LinkedIn
 - ☐ Ask for a reference or recommendation letter
 - ☐ Share your personal contact information with colleagues
 - ☐ Plan your transition to the new job or next step
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7. Final Day Checklist

- ☐ Complete all exit paperwork
 - ☐ Have an exit interview (if required)
 - ☐ Clean up your desk and digital workspace
 - ☐ Send a goodbye message to your team
 - ☐ Check that all company accounts are logged out and deactivated
 - ☐ Confirm that HR has your correct final info
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8. After Leaving the Company

- ☐ Verify the final paycheck and PTO payout
- ☐ Ensure benefits transitions are completed
- ☐ Roll over retirement accounts (if applicable)
- ☐ Keep copies of tax documents and exit paperwork
- ☐ Maintain professional relationships with colleagues