**WORK TRANSISTION PLAN**

Dear [Supervisor's name],

To prepare for my upcoming resignation, this job transition plan outlines my standard duties, outstanding projects, and information for my business contacts.

Sincerely,  
[Your name]

**Standard Duties**

|  |  |
| --- | --- |
| **Daily  Responsibilities:** | * [Responsibility one and description] * [Responsibility two and description] * [Responsibility three and description] |
| **Weekly  Responsibilities:** | * [Responsibility one and description] * [Responsibility two and description] * [Responsibility three and description] |
| **Monthly  Responsibilities:** | * [Responsibility one and description] * [Responsibility two and description] * [Responsibility three and description] |
| **Annual  Responsibilities:** | * [Responsibility one and description] * [Responsibility two and description] * [Responsibility three and description] |

**Outstanding Projects**

|  |  |
| --- | --- |
| **Project One**  **[Project Name]:** | * Description of project: [Description] * Status: [Status] * Deadlines: [Deadlines] * Resources: [Resources] * Next steps: [Next Step] |
| **Project Two**  **[Project Name]:** | * Description of project: [Description] * Status: [Status] * Deadlines: [Deadlines] * Resources: [Resources] * Next steps: [Next Step] |

**Duties To Be Completed Before Departure**

|  |  |
| --- | --- |
| **Project One**  **[Project Name]:** | * Description of project: [Description] * Status: [Status] * Remaining tasks: [Task] * Expected completion date: [Date] |
| **Project Two**  **[Project Name]:** | * Description of project: [Description] * Status: [Status] * Remaining tasks: [Task] * Expected completion date: [Date] |

**Contact Information**

|  |  |
| --- | --- |
| **First Contact:** | * [Company and position] * [Phone number] * [Email] * [Description of contact] |
| **Second Contact:** | * [Company and position] * [Phone number] * [Email] * [Description of contact] |
| **Third Contact:** | * [Company and position] * [Phone number] * [Email] * [Description of contact] |