**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**

|  |  |
| --- | --- |
| **FirstContact:** | * [Company and position]
* [Phone number]
* [Email]
* [Description of contact]
 |
| **SecondContact:** | * [Company and position]
* [Phone number]
* [Email]
* [Description of contact]
 |
| **ThirdContact:** | * [Company and position]
* [Phone number]
* [Email]
* [Description of contact]
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