**WORK TRANSITION PLAN**

Dear [NAME OF SUPERVISOR],

As we discussed, my last day in [CURRENT TITLE] will be [DATE]. This transition plan lays out my regular duties and responsibilities, outstanding projects, upcoming deadlines, and key contacts.

This document is saved in [LINK TO FILE PATH], and I will leave a few hard copies on my desk on my last day.

**Regular Duties and Responsibilities:**

|  |
| --- |
|  |
| [List your regular duties and responsibilities here] |
| 1. Daily responsibilities
 |
| 1. Weekly responsibilities
 |
| 1. Monthly responsibilities
 |
| 1. Quarterly responsibilities
 |
| 1. Annual responsibilities
 |
|  |

**Outstanding Projects:**

|  |
| --- |
| **[NAME OF PROJECT]** |
| * [Brief description of the project and your role]
 |
| * [Status of the project]
 |
| * [Names of colleagues involved]
 |
| * [Relevant deadlines]
 |
| * [Links to relevant files]
 |
|  |
| **[NAME OF PROJECT 2]** |
| * [Brief description of the project and your role]
 |
| * [Status of the project]
 |
| * [Names of colleagues involved]
 |
| * [Relevant deadlines]
 |
| * [Links to relevant files]
 |

**Upcoming Deadlines:**

|  |
| --- |
| **[DEADLINE]**:  |
| * [One-sentence description of the deadline]
 |
| * [Instructions on how to meet the deadline]
 |
|  |
| **[DEADLINE]**:  |
| * [One-sentence description of the deadline]
 |
| * [Instructions on how to meet the deadline]
 |
|  |
| **[DEADLINE]**:  |
| * [One-sentence description of the deadline]
 |
| * [Instructions on how to meet the deadline]
 |

**Key Contacts:**

|  |
| --- |
| 1. [NAME], [TITLE], [ORGANIZATION]
 |
| [Email], [Phone number] |
| [Brief description of your collaborative work] |
|  |
| 1. [NAME], [TITLE], [ORGANIZATION]
 |
| [Email], [Phone number] |
| [Brief description of your collaborative work] |

[Add additional key contacts as necessary]

Thank you for your understanding and support during this transition.

Sincerely,

[YOUR NAME]