**WORK TRANSITION PLAN**

Dear [SUPERVISOR'S NAME],

I'm writing to inform you that my tenure in the capacity of [CURRENT TITLE] will conclude on [LAST WORKING DATE], as per our earlier discussion. To facilitate a seamless transition, I've outlined key details about my regular responsibilities, ongoing projects, impending deadlines, and essential contacts:

**Routine Duties and Responsibilities:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Daily Tasks** | **Weekly Assignments** | **Monthly Responsibilities** | **Quarterly Obligations** | **Annual Responsibilities** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Projects in Progress:**

|  |
| --- |
| **Project: [NAME OF PROJECT]** |
| **Brief Description** | **Current Project Status** | **Team Members Involved** | **Relevant Deadlines** | **Links to Pertinent Files** |
|  |  |  |  |  |
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| --- |
| **Project 2: [NAME OF PROJECT 2]** |
| **Brief Description** | **Current Project Status** | **Team Members Involved** | **Relevant Deadlines** | **Links to Pertinent Files** |
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**Upcoming Deadlines:**

|  |  |  |
| --- | --- | --- |
| **Deadline** | **Brief Description of the Deadline** | **Instructions for Meeting the Deadline** |
| [DATE] |  |  |
| [DATE] |  |  |
| [DATE] |  |  |

**Key Contacts:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **Phone Number** | **Summary of Our Work:** |
| [NAME], [TITLE] |  |  |  |
| [NAME], [TITLE] |  |  |  |
| [NAME], [TITLE] |  |  |  |

I would like to express my appreciation for your understanding and support during this transition period.

Warm regards,

[YOUR NAME]