**WORK TRANSITION PLAN**

Dear [Supervisor's Name],

I am writing to provide you with a work transition plan as I prepare to depart from my current role. This plan outlines my regular responsibilities, ongoing projects, and contact information for key individuals in my network.

Sincerely,

|  |  |  |
| --- | --- | --- |
| **Prepared by:** | **Role:** | **Manager Name:** |
| **Prepared for:** | **Last Date of Employment:** | |

**Standard Responsibilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
|  | **Daily Tasks** | **Weekly Tasks** | **Monthly Tasks** | **Annual Tasks** |
| 1. | [Description] | [Description] | [Description] | [Description] |
| 2. | [Description] | [Description] | [Description] | [Description] |
| 3. | [Description] | [Description] | [Description] | [Description] |
| 4. | [Description] | [Description] | [Description] | [Description] |
| 5. | [Description] | [Description] | [Description] | [Description] |
|  | | | | |

**Ongoing** **Projects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
|  | **Description** | **Status** | **Deadlines** | **Resources** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
|  | | | | |

**Tasks to Be Completed Before Departure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
|  | **Description** | **Status** | **Remaining Task** | **Completion Date** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
|  | | | | |

**Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
|  | **Name** | **Email** | **Contact number** | **Description** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
|  | | | | |

Please feel free to reach out if you need any additional information or assistance during this transition period. I am committed to ensuring a smooth handover of my responsibilities and projects.

Best Regards,

[Your Name]