**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 tasks, ongoing projects, resources, and contact information for key individuals in my network.

Sincerely,

[Your Name]

**Tasks to delegate:**

|  |  |  |
| --- | --- | --- |
| **Task** | **Description** | **Frequency** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Projects to delegate:**

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| --- | --- | --- |
| **Project** | **Description** | **Deadline** |
|  |  |  |
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|  |  |  |
|  |  |  |

**Transition plan:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Successor** | **Start date** | **Notes** |
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**Resources:**

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| --- | --- | --- |
| **Resources** | **Purpose** | **Link** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Contacts:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Contact** | **Email** | **Position** |
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