

Leaving your job checklist

- ☐ Tell manager in person
- ☐ Send resignation letter
- ☐ Confirm last day with HR
- ☐ Ask about final pay and unused holiday
- ☐ Check benefits and pension transfer
- ☐ Agree handover plan
- ☐ Document ongoing work
- ☐ Return laptop, badge and keys
- ☐ Remove personal files from work devices
- ☐ Update contact details for tax documents
- ☐ Say goodbye and connect with colleagues