

# Leaving Job Checklist

By Alex Strickland

- Workplace
  - Ask for recommendation or reference letters.
  - Research your employee termination rights.
  - Check how much money the company owes you.
  - List the documentation that the company is required to give.
  - Find out which documentation the company will expect you to sign before leaving.
  - Talk with an HR representative about getting your rights.
  - Get your personnel folder.
  - Have a last chat with your boss.
  - Find out which remaining work tasks you need to accomplish.
  - Complete remaining work tasks.
  - Contact business partners & clients about the change in contact person.
  - Say goodbye to colleagues.
  - Get all your colleagues' and business partners' contact information.
  - Make copies of your work to add to your portfolio.
  - Remove all personal files from your work computer.
  - Give back company equipment.
  - Sign company documentation if you've received all your entitled rights.
  - Pack up all your personal belongings to take home.
- Moving On
  - Update your resume or CV.
  - Tell family and friends.
  - Learn new skills while you're searching for a new job.
- Tips
  - Leave a good impression.
  - Be a professional.
  - Avoid the dramatic exit.