

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.