

## **EXIT CHECKLIST**

### **What I have to do before and after resigning from my employer.**

You have just been offered and accepted a new position; and it is time to resign from your current role. Resigning is never an easy nor a pleasant tasks.

- Make sure you put your resignation in writing. There is a sample resignation letter on our website in the 'resources section'.
- Redirect any personal mail from the office.
- Change work contact numbers and emails on allcontacts such as Doctors, Banks, Service Providers.
- Change work contact details for all friends, family and business associates.
- Update your social media accounts to reflect the change.
- Remove all personal effects such as coffee mugs, plates, luncheon containers from the kitchen.
- Remove all personal effect from your office and desk.
- Check your home for any office literature such as books, training manuals, office supplies and return them to your employer.
- Make arrangements to change any matters such as novated leases.
- Check arrangements for health insurance, salary continuance etc if it was party of your salary package.
- Make sure you are aware of the employers restrictive covenants regarding information disclose and contacting of clients.
- Personally say goodbye and thank you to all immediate/close colleagues.
- If you have been with the company for a while consider organising a farewell function for yourself. It is a good way to maintain business relationships and be remembered in a positive light.

Also – if you are walked off the premises, this may be a policy decision; and it is ok after all you wanted to leave.