

# Exit Planning & Transition Documentation

## 1. Employee Details

Employee Name

Position/Title

Department/Team

Manager/Supervisor

Last Working Day

## 2. Handover Tasks & Responsibilities

Key Ongoing Projects

Daily/Weekly Responsibilities

Outstanding Tasks To Complete

Instructions for Successor

## 3. Important Contacts

Internal Contacts (Name, Role, Info)

External Contacts (Clients, Vendors, Partners)

## 4. System & Access Handover

List of Accounts / Tools / Platforms

Passwords / Credential Management Notes

## 5. Knowledge & Resources

Where to Find Documentation

Important Files (Locations / Links)

Useful Tips / Known Issues / Watchouts

## 6. Other Notes