

Resignation Checklist

12 important things to do before you leave

Whether you're an employee planning a career move or an HR professional guiding transitions, leaving a job is not just a matter of submitting a notice. It's an emotionally-charged period that can be fraught with awkwardness and uncertainty. This checklist is designed to guide employees through a graceful, emotionally intelligent exit that safeguards professional relationships and sets the stage for future opportunities.



The Emotionally Intelligent Resignation Checklist

- 1 Prepare for the Talk:** Before handing in your resignation, prepare what you're going to say. Being clear and respectful can make the process smoother for everyone involved.
- 2 Give Space:** Your resignation might come as a shock to your boss. Allow them the courtesy of time and space to process the news.
- 3 Maintain Professionalism:** Continue to deliver quality work during your notice period. Leaving on a high note showcases your professionalism.
- 4 Offer Help:** Extend your assistance in hiring and training your replacement. This could involve documenting procedures, updating policies, or even participating in the interview process for your successor.
- 5 Plan a Lunch:** About a week after giving your notice, invite your boss to lunch. This gesture helps to dissolve lingering awkwardness and allows for open dialogue about the transition.
- 6 Check Superannuation:** Make sure your superannuation account is up to date to avoid any financial complications.
- 7 Know Exit Policies:** Familiarise yourself with the company's exit procedures and follow them diligently. If an exit checklist isn't provided, consider using ours.
- 8 Emotionally Intelligent Exit:** During your exit interview, share constructive feedback and express gratitude for the opportunities you've had. This demonstrates emotional intelligence and maturity.
- 9 Thank Your Boss and Team:** Send handwritten thank-you cards. These personal touches can go a long way in maintaining professional relationships.
- 10 Announce on LinkedIn:** Create a well-crafted LinkedIn post to thank your outgoing organisation and celebrate your new role.
- 11 Reflect and Reset:** Take some time to reflect on your experiences, lessons learned, and how you can carry those insights into your next role.
- 12 Plan to Reconnect:** A few months after your departure, reach out for a casual coffee catch-up. Maintaining your network is key for future opportunities.

Exiting a role is more than just a formality; it's a significant life event. This checklist aims to guide you through an emotionally intelligent exit that not only closes this chapter gracefully but also opens doors for future opportunities and relationships. Remember, the impressions you leave now can resonate throughout your career.



An emotionally intelligent exit is the hallmark of true professionalism

About Kingston Human Capital

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