

# Notice Period Checklist for Employees

## Before Submitting Your Resignation

### ✓ Review Your Employment Contract

- Check the required notice period mentioned in your contract.
- Verify if there are clauses related to early termination, penalties, or pay-in-lieu of notice.
- Understand any restrictions on taking leave during the notice period.

### ✓ Plan Your Exit Strategy

- Decide on your last working day based on the notice period requirement.
- If needed, negotiate a shorter notice period with your employer.
- If you have a new job offer, confirm the joining date to align with your notice period.

### ✓ Prepare Your Resignation Letter

- Write a professional resignation letter, including your intended last working day.
- Express gratitude for the experience and avoid negative comments.
- Offer to assist with the transition process.

### ✓ Schedule a Meeting with Your Manager

- Choose an appropriate time to inform your manager personally before submitting your resignation letter.
- Discuss your reasons professionally and express appreciation for the opportunity.
- Be prepared for a counteroffer or discussion about staying.

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## During the Notice Period

### ✓ Submit Your Resignation Formally

- Send your resignation letter via email or HR portal as per company policy.
- Confirm receipt of resignation from HR or your manager.

### ✓ Clarify Notice Period Expectations

- Discuss with HR or your manager whether you need to complete the full notice period.
- Check if you are required to train your replacement.
- Confirm leave policies (whether you can take pending leave or if it will be paid out).

#### ✔ Complete Pending Work & Handover Tasks

- List all ongoing tasks and project deadlines.
- Create a transition document summarizing key responsibilities.
- Train your replacement or team members to ensure a smooth transition.

#### ✔ Return Company Assets

- Laptop, phone, or other company-provided devices.
- ID badge, access cards, parking passes.
- Any software licenses or confidential documents.

#### ✔ Request a Recommendation Letter (Optional)

- If you had a good relationship with your employer, request a reference letter before leaving.
- Ask your manager or HR if they are open to providing references in the future.

#### ✔ Conduct an Exit Interview

- Share constructive feedback on your work experience.
- Be honest but professional in discussing reasons for leaving.
- Provide suggestions for company improvements if asked.

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## On Your Last Working Day

#### ✔ Send a Farewell Email

- Thank colleagues, managers, and mentors.
- Share your contact details if you wish to stay in touch.
- Keep the message positive and professional.

#### ✔ Confirm Your Final Pay & Benefits

- Check your final payslip for accuracy.
- Confirm payout of unused leave (if applicable).

- Understand post-employment benefits, such as provident fund withdrawals or insurance continuation.

#### ✓ **Update Your Professional Profiles**

- Remove your work email from accounts like LinkedIn or other company-related platforms.
- Update your LinkedIn job status if you are open to new opportunities.

#### ✓ **Leave on Good Terms**

- Thank your manager and HR personally before leaving.
- Avoid burning bridges maintaining professional relationships can benefit you in the future.