

Before You Resign Checklist

Get your decision, your message, the conversation and your handover in order before you hand in your notice.

Before you say anything

- Be confident in your decision and clear on your main reason for leaving.
- Decide on your intended last day so you can speak to it clearly.
- Plan to tell your manager first — before colleagues or clients hear it elsewhere.
- Choose how you'll tell them: ideally a short conversation first, with your letter to follow.

Prepare your message

- Draft a short, positive resignation message you're comfortable saying out loud.
- Keep your reason for leaving brief and professional — you don't need to over-explain.
- Decide on your tone: warm, neutral, or brief and to the point.
- Have your written resignation ready to send straight after the conversation.

Plan the conversation

- Ask your manager for a short, private chat rather than raising it in passing.
- Prepare a calm opening line so you don't have to find the words on the spot.
- Be ready for common questions about timing, handover and next steps.
- Plan to thank them genuinely, however the conversation goes.

Sort out your handover

- List your current tasks and where each one is up to.
- Note key contacts and where important files or instructions live.
- Offer to document your work or help your replacement get up to speed.
- Think about what a clear handover email would need to cover.

After you resign

- Send your written resignation to confirm everything in writing.
- Confirm your last day and agree a simple handover plan.
- Stay professional and helpful right through to your final day.
- Plan farewell messages for your team, manager and any clients.

Notes

Notice periods vary. Check your employment contract, award or agreement if you are unsure about your required notice period before you commit to a last day.

Write it with these free JobCall tools

Resignation Letter Generator — jobcall.com.au/tools/resignation-letter-generator

Resignation Meeting Script Generator — jobcall.com.au/tools/resignation-meeting-script-generator

Handover Email Generator — jobcall.com.au/tools/handover-email-generator

Last Working Day Message Generator — jobcall.com.au/tools/last-working-day-message-generator

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