

Employee Transition Plan

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Employee Transition Plan

Overview

This document outlines the transition plan for [Employee Name] as they move from [Current Position] to [New Position/Exit]. The purpose is to ensure a smooth transition and maintain operational continuity.

Transition Responsibilities

- Complete all outstanding projects by [Completion Date]
- Prepare a knowledge transfer document for [Team/Individual]
- Conduct training sessions for [New Hire/Team Members]

Timeline

The transition will take place over the following timeline:

- Week 1: [Tasks/Activities]
- Week 2: [Tasks/Activities]
- Week 3: [Tasks/Activities]

Key Contacts

For any questions during the transition, please contact:

- [Contact Name, Position, Email]
- [Contact Name, Position, Email]

Conclusion

We appreciate [Employee Name]'s contributions and look forward to supporting this transition. Please confirm your understanding of this plan by replying to this email.

Best Regards,
[Manager Name]
[Manager Title]