

Job Transition Plan

Update and add your data to this sheet.

JOB TRANSITION PLAN					
Employee Information					
Employee Name	John J. Smith		Transferring to	Sales Manager	
Employee ID	12345		Transition Start Date	01/01/24	
Current Position	Sales Representative		Transition End Date	01/31/24	
Key Responsibilities					
Current Position Responsibilities			New Position Responsibilities		
Handle customer inquiries			Develop sales strategies		
Manage meeting accounts			Lead sales team		
Address meeting sales targets			Set team targets monthly		
			Create sales reports		
Transition Plan					
Key Number	Action Description	Responsible	Start Date	End Date	Status
1	Transfer knowledge and experience with the sales team	John J. Smith/Team	01/01/24	01/15/24	Completed
2	Shadow current Sales Manager to understand the role	John J. Smith/Current Manager	01/01/24	01/31/24	In Progress
Progress Tracking					
Date	Milestone Number	Action Taken	Comments		
01/15/24	Completed knowledge transfer with the team	Team briefed on responsibilities	Team is confident and ready.		
01/31/24	Shadowed Sales Manager for a week	Learning new responsibilities	Acquired important insights.		

Dropdown for specific Status

087gidg Leaving A Job Transition Document

RJ Shavelson



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