

Have Your Employment Bag Ready on a Moment's Notice

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Navigating Job Transitions: A Guide to Being Prepared

In a world where job security can sometimes feel like a thing of the past, the recent news of layoffs at Citigroup serves as a stark reminder of the importance of being prepared for unexpected career changes. Here's how you can stay ahead in these unpredictable times.

Essential Documents to Keep

At the start of your employment journey, you'll encounter a plethora of documents - from offer letters to non-compete agreements. It's crucial to keep these documents organized and accessible. Why? They're your roadmap in times of change. Here's what you should have in your personal employment file:

- **Offer Letter:** Understand your initial terms of employment.
- **Confidentiality and Non-Disclosure Agreement:** Know what information you're obligated to protect.
- **Non-Compete and Non-Solicitation Agreements:** Be clear on your current and post-employment restrictions.

Work Made for Hire and Proprietary Rights Agreements: Understand who has rights to your work product and items you create.

- **Employee Manuals and Policies:** Stay informed about company policies.
- **Benefits Summaries and Severance Plans:** Know your entitlements.
- **Equity Plans and Grant Documents:** Understand your stock options, restricted stock, and grants.

Leaving on Good Terms: Why and How

Leaving a job, whether by choice or not, should be handled gracefully. This doesn't apply if you're facing illegal actions from your employer, such as discrimination or retaliation. In such cases, legal

consultation is essential. However, in a standard exit, leaving amicably can open doors for future opportunities. Keep your “employment bag” packed with necessary documents, ready for your next move.

Managing Company-Owned Property

As you prepare to leave, take stock of all company-owned items in your possession. This list often includes:

- Security passes;
- Laptop computers and computer passwords;
- Cell phones (and possibly the associated number); and
- Other electronic devices or company property.

Understanding your responsibilities regarding these items is crucial. You may need to return them, or you might be able to negotiate to keep certain items, like your work cell phone number.

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