



EXIT CHECKLIST - EMPLOYEE

Please ensure that you have obtained sign off from all of the relevant areas by your last day. Once you have obtained the necessary approvals, please submit this form to HR, who will arrange for payroll to process your final pay.

Employee Name: _____

Last Day: _____

SUPERVISOR / MANAGER	(please tick)	Initial
Workload handover has been completed	<input type="checkbox"/>	
Workstation has been cleared	<input type="checkbox"/>	
Program equipment checked and accounted for	<input type="checkbox"/>	
IT & COMMUNICATIONS		
The employee has returned:		
- Laptop (including charger and carry-bag)	<input type="checkbox"/>	
- Next G	<input type="checkbox"/>	
- Mobile phone (including charger)	<input type="checkbox"/>	
- Storage Devices (USB, Hard drives etc)	<input type="checkbox"/>	
- Any other computer equipment	<input type="checkbox"/>	
Out of Office has been set up to divert to Manager	<input type="checkbox"/>	
User account has been disabled	<input type="checkbox"/>	
FINANCE, FACILITIES AND FLEET		
The employee has returned:		
- Vehicle keys (including logs and fuel card)	<input type="checkbox"/>	
- Premises and office keys	<input type="checkbox"/>	
- Uniforms	<input type="checkbox"/>	
Vehicle inspection has been completed and is acceptable	<input type="checkbox"/>	
Timesheet (if applicable) have been completed and approved	<input type="checkbox"/>	
HUMAN RESOURCES		
Forwarding address provided	<input type="checkbox"/>	
Exit Interview has been completed	<input type="checkbox"/>	
Statement of Service has been received	<input type="checkbox"/>	

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Date

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Completed by