**

**Employee Exit Checklist**

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| --- | --- | --- | --- |
| **Task** | *Done* | *Not applicable* | *Notes* |
| Ensure termination paperwork is complete. | [ ]  | [ ]  |  |
| Inform key stakeholders (payroll, IT, operations, legal, and senior management) to prepare for the exit process. | [ ]  | [ ]  |  |
| Communicate the employee exit internally. | [ ]  | [ ]  |  |
| Communicate the employee exit externally to clients (if applicable). | [ ]  | [ ]  |  |
| Ensure a handover document is created and shared with relevant stakeholders. | [x]  | [ ]  |  |
| Collect company assets. | [ ]  | [ ]  |  |
| Remove software access. | [ ]  | [ ]  |  |
| Arrange final payments and benefits. | [ ]  | [ ]  |  |
| Review binding agreements. | [ ]  | [ ]  |  |
| Conduct exit interview. | [ ]  | [ ]  |  |
| Thank employee on final day. | [ ]  | [ ]  |  |
| Collect exiting employee’s contact information and connect on LinkedIn. | [ ]  | [ ]  |  |
| Check in with remaining team members. | [ ]  | [ ]  |  |
| Initiate recruiting for a replacement. | [ ]  | [ ]  |  |
| Update organizational chart. | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |

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| **Company assets checklist** | *Done* | *Not applicable* |
| Laptop | [ ]  | [ ]  |
| Phone | [ ]  | [ ]  |
| Monitor | [ ]  | [ ]  |
| Mouse and keyboard | [ ]  | [ ]  |
| ID/Access card | [ ]  | [ ]  |
| Uniform | [ ]  | [ ]  |
| Company credit card | [ ]  | [ ]  |
| Company vehicle | [ ]  | [ ]  |
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