**

**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. |  |  |  |
| 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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