

Exit Checklist

EMPLOYEE INFORMATION	
Name: _____	End date: _____
Position: _____	Manager: _____

Prior to Employee Exit – Manager/Supervisor		Checkbox	Details
a.	Forward resignation/termination letter to payroll		
b.	An Exit Interview conducted between Manager/Supervisor and employee		
c.	Hand over completed		
d.	Any keys returned		
e.	Any staff clothing/equipment provided returned		
f.	Send out farewell email		
IT Department			
a.	Email Account – Redirect To:		
b.	Domain Account (Computer Login)		
c.	Access to Programs – passwords disabled		
d.	Update any staff directories		
Payroll Department			
a.	Any Annual Leave and LSL (if applicable) Paid Out		
b.	Termination recorded in Employee File and on Payroll		
c.	On Request – Separation Certificate provided		
HR Department			
a.	Exit Interview conducted		
Other Items			
a.			
b.			
c.			
d.			
Verification			

By signing this, you are confirming that all action items are completed as required and the employee can be paid their Termination Pay.

Manager/Supervisors Signature

Date