*Adapt this checklist to your business needs and employment conditions as you prepare the exit of your employee. This is to be filled by the supervisor and signed by the employee before departure.*

**EXIT EMPLOYEE CHECKLIST**

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EXIT EMPLOYEE NAME:

FORWARDING ADDRESS:

MOBILE NUMBER:

PERSONAL EMAIL:

IBAN: SWIFT:

BANK ACCOUNT NAME, ADDRESS, PHONE:

NAME OF SUPERVISOR: PHONE:

TERMINATION/END OF CONTRACT DATE:

DEPARTMENT: UNIT:

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* Returned ID/Badge/Keys
* Returned company materials/ equipment
* Returned company car/parking permit
* Cancelled company card/ email/ computer access
* Returned company products/ documents
* On boarded replacement
* Changed alarm codes/passwords
* HR Director confirmed valid filed signed confidentiality letter
* Reconciliated unused Vacations
* Paid final pay check
* Provided employee recommendation letter
* Completed exit interview
* Removed from phone lists including emergency lists
* Others: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Notes:

Date:

Employee’s signature Supervisor’s signature