Employee Exit Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Done | Not applicable | Note |
| 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 |  |  |  |
| Ensure a handover document is created and shared with relevant stakeholders |  |  |  |
| Collect company assets |  |  |  |
| Remove software access |  |  |  |
| Arrange final payments & 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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