[Insert organisation name/logo]

# EMPLOYEE EXIT CHECKLIST

The following exit checklist is to be used with resigning and terminated staff members.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee’s name**  |  | **Scheduled exit date** |  |

|  |
| --- |
| **Administration** |
| **Item** | **Check**  |
| Exit interview conducted | **□ Yes □ No** |
| Forwarding contact details provided | **□ Yes □ No** |
| Written reference or certificate of service provided/ requested | **□ Yes □ No** |
| Employee’s personal items removed | **□ Yes □ No** |
| Final payments calculated and made | **□ Yes □ No** |
| Superannuation fund informed of cessation of employment | **□ Yes □ No** |
| Fringe Benefits Tax fund informed of cessation of employment closed | **□ Yes □ No** |
| Transport card(s) returned and cancelled | **□ Yes □ No** |
| Network and other systems access restricted | **□ Yes □ No** |
| Financial and other transactions signatory access removed | **□ Yes □ No** |
| Employee details removed from **[insert organisation name]** website, phone message, staff list  | **□ Yes □ No** |
| Notify relevant stakeholders where relevant | **□ Yes □ No** |
| Personnel documentation completed and file archived | **□ Yes □ No** |
| **[Insert other item]** | **□ Yes □ No** |

|  |
| --- |
| **[Insert organisation name] property** |
| **Item** | **Check**  |
| **Motor Vehicle** * Keys
* Fuel card and toll tag
* **[Insert other item]**
 | **□ Yes □ No** |
| **Keys** * Office/building
* Filing cabinets (IT, personnel)
* Communications room
* Petty cash
* **[Insert other item]**
 | **□ Yes □ No** |
| **Mobile phone** * Charger
* **[Insert other item]**
 | **□ Yes □ No** |
| **IT equipment*** laptop computer
* Software
* Flash drives and other storage devices
* **[Insert other item]**
 | **□ Yes □ No** |
| **Organisational documents*** hard copy and electronic
* Work in progress
* Business cards
* [Insert other item]
 | **□ Yes □ No** |
| **Passwords/codes*** Laptop
* Network and other IT systems
* **[Insert other item]**
 | **□ Yes □ No** |
| **Financial*** Bank security tokens
* Corporate credit card
* **[Insert other item]**
 | **□ Yes □ No** |
| **[Insert other item]** | **□ Yes □ No** |

|  |  |
| --- | --- |
| **Supervisor’s name** |  |
| **Signature**  |  | **Date** |  |