[Insert organisation name/logo]

# EMPLOYEE EXIT CHECKLIST

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

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| **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** |

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| **[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** |  |