**Exit Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Supervisor: |  | Reason for Separation: |  |
| Separation Date: |  | Last day worked: |  |
|  | **Reviewed** | **Forwarded to Proper Person** |
| **Items to Review with the employee** |  |  |
| State continuation or COBRA forms | ☐ | ☐ |
| Health/Dental – termination papers | ☐ | ☐ |
| Vacation time payable | ☐ | ☐ |
| Final Paycheck date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ | ☐ |
| Outstanding expenses:  ☐ Yes     ☐ No | ☐ | ☐ |
| Any bonus or commissions due | ☐ | ☐ |
| Unemployment Compensation | ☐ | ☐ |
| Advise on change of address for W2 and Benefits | ☐ | ☐ |
| Reminder of confidentiality provisions | ☐ | ☐ |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ | ☐ |
|  |  |  |
| **Items to be Returned** |  |  |
| Keys | ☐ | ☐ |
| Credit Cards/Calling Cards | ☐ | ☐ |
| Cell phone/Pager | ☐ | ☐ |
| Tools provided by the company | ☐ | ☐ |
| Laptop or tablet | ☐ | ☐ |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ | ☐ |

**To be handled internally**

Communication plan established internally and externally ☐ Completed

Eligible for Re-employment ☐ Yes ☐ No ***Reason***: \_\_\_\_\_\_\_\_\_

Security code/company changed ☐ Completed

Access to systems removed ☐ Completed

Disable phone and delete voicemail ☐ Completed

Email forwarded; auto-reply message set ☐ Completed

File paperwork or resignation in employee file ☐ Completed

Move employee file to the terminated area if physical files ☐ Completed

Move I-9 to terminated file ☐ Completed

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Signature |  | Date |
|  |  |  |
| Manager’s Signature |  | Date |