| **Worker’s name** |  |
| --- | --- |
| **Completed by** |  |
| **Date** |  |

| **Before the worker leaves** | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- |
| *Have you asked the worker to:* | | | |
| Complete any reasonable tasks and handover? |  |  |  |
| Save important files and emails in a shared drive? |  |  |  |
| *Did you consider:* | | | |
| Assigning any ongoing tasks to another person? |  |  |  |
| Conducting an exit interview to get final feedback from the worker? |  |  |  |
| Organising a farewell party? |  |  |  |

| **Last day** | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- |
| *Have you collected:* | | | |
| The worker’s keys? |  |  |  |
| Company assets (computer, phone, uniform, books etc) |  |  |  |
| *Have you set up:* | | | |
| Auto-forward and an out-of-office auto-reply on their emails? |  |  |  |
| Auto-forward and an out-of-office message on their voicemail? |  |  |  |
| *Have you calculated and paid:* | | | |
| The worker’s final pay, including holiday leave owed? |  |  |  |

| **After the worker has left** | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- |
| *Have you removed:* | | | |
| The worker from email distribution lists and contact lists? |  |  |  |
| The workers' access to online systems, e.g. the finance system and the shared file server? |  |  |  |
| Have you updated the worker’s personnel file with: | | | |
| Final day of work? |  |  |  |
| Last pay amount? |  |  |  |
| Holiday pay details? |  |  |  |
| *Have you paid:* |  |  |  |
| Your worker’s final pay, including holiday leave owed, on or  before their final payday? |  |  |  |