# Employee exit checklist (insert organisation / logo)

| **Tasks** | **Tick when complete** |
| --- | --- |
| Confirm final day of employment. |  |
| Arrange for the person to do a formal handover to someone within the business or to write procedures explaining any complicated parts of their job. |  |
| Conduct an exit interview – store this information in the employee’s personnel file. |  |
| File their personnel file in a secure location, separately from files accessed by current employees. |  |
| Collect any keys, security passes, name badges and business identification or equipment. |  |
| Collect uniform if supplied by business. Organise any deposit refund if appropriate. |  |
| Collect any tools, electronic devices or other business property issued. |  |
| Allow them to clean out their desk/locker. Returning any lock/key if required. |  |
| Update computer access or mobile devices to remove all passwords, personal files and settings from their workstation. |  |
| Remind the person of any confidentiality agreements they might have signed. |  |
| Advise of any expectations (or restrictions) regarding future visits to your business. |  |
| Organise payment of final wages (consistent with relevant legal instrument) including final pay slip. |  |
| Confirm future contact details (important for provision of group certificates and/or separation certificates as appropriate). |  |
| If they have been a valued employee, encourage them to keep in touch and issue a statement of service (you may consider giving them a verbal reference). |  |
| If requested, by law, you must issue a separation certificate. |  |