

Template – Employee exit checklist

When an employee leaves your business it is useful to have a process to follow. You might write a list of tasks like the ones below and include these in your business processes.

Tick when complete	Tasks
<input type="checkbox"/>	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.
<input type="checkbox"/>	Conduct an exit interview – store this information in the employee's personal file.
<input type="checkbox"/>	File their personal file in a secure location, separately from files of current employees.
<input type="checkbox"/>	Collect their keys, security passes, name badges and business identification.
<input type="checkbox"/>	Collect their uniform if the business owns it.
<input type="checkbox"/>	Collect any tools, electronic devices or other business property they have.
<input type="checkbox"/>	Ask them to clean out their desk.
<input type="checkbox"/>	Delete their computer access and remove all personal files and settings from their workstation.
<input type="checkbox"/>	Remind the person of any confidentiality clauses they might have signed.
<input type="checkbox"/>	If they have been a good employee, encourage them to keep in touch and issue a statement of service (you may consider giving them a verbal reference).