EMPLOYEE EXIT CHECKLIST

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | | |
| Number: |  | Separation Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | | **Date** | **Returned (initial box)** |
| **Financial:** | Corporate credit cards |  |  |
| Voided drafts (if applicable) |  |  |
| Complete any outstanding expense reports |  |  |
| Process any outstanding invoices |  |  |
| Expenses after exit date |  |  |
| **Equipment:** | Company car |  |  |
| (Site and Home office(s)) | Laptop with internal modem card |  |  |
| Other electronic storage devices |  |  |
| CD\_ROM drive |  |  |
| Zip Drive or flash drives |  |  |
| Power cords |  |  |
| Docking station and power cords |  |  |
| Mouse |  |  |
| Phone cords, adapters, etc. |  |  |
| Extra battery |  |  |
| Carrying case |  |  |
| LCD projector |  |  |
| Laser printer with cable |  |  |
| Fax machine with cable |  |  |
| Copy machine with cable |  |  |
| Company purchased software/manuals |  |  |
| Blackberry /PDA / company-owned iPhone or iPad |  |  |
| Cell phone / car phone / pager / PDA |  |  |
| Other company purchased equipment |  |  |
| **Written Material:** | Departmental records/reports/files |  |  |
|  | Books |  |  |
| Manuals/ lab notes |  |  |
| Company training materials |  |  |
| Stationary, business cards |  |  |
| Company bulletins/newsletters |  |  |
| **Security:** | Keys to office, lab, and desk. |  |  |
| Company badge/ID/site pass |  |  |
| **Other:** | Company paid home phone or PC line |  |  |

I have returned all company property in my possession; including, but not limited to the items listed previously, and have erased from my personal computer/electronic storage devices all confidential company documents without making a backup or keeping a copy.

Employee’s Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_