

Exit Checklist

A simple checklist to help your HR team ensure every employee separation is conducted effectively

- Formal resignation received
- Exit of employee confirmed by reporting manager
- Resignation acceptance completed
- Decide and communicate last working day
- Initiate Handover of work
- Appoint an employee to take over tasks / responsibilities
- Indicate the location to store handover files
- Recovery of physical assets
 - Laptop
 - Mobile phone
 - ID card
 - Visiting Card
 - Access card
 - Any other
- Recovery of monetary assets
 - Loans, amount _____
 - Advances, amount _____
 - Reimbursements, amount _____
- Exit communication
 - Internal within the team
 - Internal with other departments
 - External stake holders
- Conduct exit interview
- Submit exit interview report to management
- Thank you email to employee
- Relieving letter on the last working day
- No dues certificate (after processing Full & Final Settlement)
- Experience certificate
- Deactivate email ID / Activate Autoresponse / Forward emails to another employee
- Revoke permission to any software/devices / portals /memberships