# Employee exit checklist

You can use this checklist to help you conduct an efficient exit process when an employee is leaving your business.

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| Tick when complete | Tasks |
|  | 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 personal file |
|  | File their personal file in a secure location, separate from files of current employees |
|  | Collect their keys, security passes, name badges and business identification |
|  | Collect their uniform if the business owns them |
|  | Collect any tools, electronic devices or other business property they have. |
|  | Ask them to clean out their desk |
|  | Delete their computer access and remove all personal files and settings from their workstation |
|  | Remind the person of any confidentiality clauses they might have signed |
|  | If they have been a good employee, encourage them to keep in touch and issue a statement of service (you may consider given them a verbal reference) |

Your exiting employee may also request that you provide them with a letter of termination and in some instances a separation certificate, if they require this document for Centrelink purposes.