# Employee exit checklist

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

|  |  |
| --- | --- |
| 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.