

Employee Exit Checklist

Task	Done	Not applicable	Note
Ensure termination paperwork is complete	<input type="checkbox"/>	<input type="checkbox"/>	
Inform key stakeholders (payroll, IT, operations, legal and senior management) to prepare for the exit process	<input type="checkbox"/>	<input type="checkbox"/>	
Communicate the employee exit internally	<input type="checkbox"/>	<input type="checkbox"/>	
Communicate the employee exit externally to clients	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure a handover document is created and shared with relevant stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	
Collect company assets	<input type="checkbox"/>	<input type="checkbox"/>	
Remove software access	<input type="checkbox"/>	<input type="checkbox"/>	
Arrange final payments & benefits	<input type="checkbox"/>	<input type="checkbox"/>	
Review binding agreements	<input type="checkbox"/>	<input type="checkbox"/>	
Conduct exit interview	<input type="checkbox"/>	<input type="checkbox"/>	
Thank employee on final day	<input type="checkbox"/>	<input type="checkbox"/>	
Collect exiting employee's contact information and connect on LinkedIn	<input type="checkbox"/>	<input type="checkbox"/>	
Check in with remaining team members	<input type="checkbox"/>	<input type="checkbox"/>	
Initiate recruiting for a replacement	<input type="checkbox"/>	<input type="checkbox"/>	
Update organizational chart	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	



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Company assets checklist	Done	Not applicable
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Laptop	<input type="checkbox"/>	<input type="checkbox"/>
Phone	<input type="checkbox"/>	<input type="checkbox"/>
Monitor	<input type="checkbox"/>	<input type="checkbox"/>
Mouse and keyboard	<input type="checkbox"/>	<input type="checkbox"/>
ID/Access card	<input type="checkbox"/>	<input type="checkbox"/>
Uniform	<input type="checkbox"/>	<input type="checkbox"/>
Company credit card	<input type="checkbox"/>	<input type="checkbox"/>
Company vehicle	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



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