



Exit Checklist

Name _____ Date of Exit _____

		Manager Signature	Date
<input type="checkbox"/>	Written employee notification completed (placed in employee's personnel file)		
<input type="checkbox"/>	HR – COBRA election/decline		
<input type="checkbox"/>	HR – Benefits calculation		
<input type="checkbox"/>	HR/Payroll – Verify address, reconcile unused vacation		
<input type="checkbox"/>	HR – Turn in office keys, key cards, etc.		
<input type="checkbox"/>	HR – Reference Release signed by employee		
<input type="checkbox"/>	IT – Remove employee from LAN		
<input type="checkbox"/>	IT – Turn in key card		
<input type="checkbox"/>	IT – Change security code		
<input type="checkbox"/>	Admin – Turn in company-issued credit card(s)		
<input type="checkbox"/>	Admin – Turn in any outstanding expense reports and timesheets		