



Exit Checklist

Name _____ Date of Exit _____

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