

# EMPLOYEE SEPARATION CHECKLIST

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Return completed checklist to Human Resources

<b>X</b>	<b>ITEM RETURNS</b>
	Returned Parking Tag
	Returned Keys/Keycard
	Returned Outstanding Travel Advances
	Returned Phone, Tablet, Laptop, and Other Equipment
	Returned Company Credit Card
<b>X</b>	<b>SECURITY ACTIVITIES</b>
	Provided Voicemail PIN Code to Manager
	Outgoing Phone Message Changed
	Documents Have Been Saved to Secured Location as Directed by Manager
<b>X</b>	<b>WORK WRAP-UP</b>
	Provided Summary of Ongoing Project and Their Status to Manager
	Download to Colleagues
<b>X</b>	<b>EXIT ACTIVITIES</b>
	Removed Personal Items from Work Station or Office
	Permanent Address Verified for Human Resources
	Final Benefit Status Review
	Exit Survey Completed
	Exit Interview Completed

DEPARTING EMPLOYEE NAME

EMPLOYEE ID

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DEPARTING EMPLOYEE SIGNATURE

DATE

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