



Exit Information										
Employee Name:										
Position Name:					Position Number:					
Work Phone:				Email Address:						
Department:										
Manager/Supervisor										
Work Phone:				Email Address:						
Last Day of Work: (in current position)	Mo.	Day	Year	Type of Attrition:	<input type="checkbox"/>	Retirement:	(Date)	99/99/99		
					<input type="checkbox"/>	Transfer				
					<input type="checkbox"/>	Promotion				
	99	99	99		<input type="checkbox"/>	Termination				
If promoting/ transferring:										
Future Department:					Future Position:					
Future Manager/Supervisor:					Manager/Supervisor Phone Number:					

Employee Actions		Date Completed
<input type="checkbox"/>	Notify Manager/Supervisor of intent to leave/change employment w/ at least two week's notice.	
<input type="checkbox"/>	Submit a letter of resignation (if separating employment) to Manager/Supervisor.	
<input type="checkbox"/>	Return all company-issued equipment on or before the last day of work/position.	
<input type="checkbox"/>	Complete the Exit Survey/Questionnaire, prior to his/her last day of service.	
<input type="checkbox"/>	Participate in an exit interview with Human Resources Manager, or other party.	
<input type="checkbox"/>	If applicable, contact Retirement.	
<input type="checkbox"/>	If applicable, contact Benefits.	



Supervisor/Manager Actions		Date Completed
<input type="checkbox"/>	If applicable, request a Letter of Resignation and submit to Personnel.	
<input type="checkbox"/>	Complete current position (vacancy) information.	
<input type="checkbox"/>	Notify leadership of impending change and associated dates.	
<input type="checkbox"/>	Notify Personnel of impending change and associated dates, with at least one week's notice.	
<input type="checkbox"/>	Obtain list of equipment issued to employee from Information Technology staff.	
<input type="checkbox"/>	Notify employee position-related equipment must be returned on or prior to last day.	
<input type="checkbox"/>	Verify contact information in system is correct and applicable for future reference.	
<input type="checkbox"/>	Notify Information Technology department to remove individual and access from:	
<input type="checkbox"/>	Time Keeping System	<input type="checkbox"/> Network account/access
<input type="checkbox"/>	Cardkey	<input type="checkbox"/> Telephone directory
<input type="checkbox"/>	Email system	<input type="checkbox"/> Applicable software/applications
<input type="checkbox"/>	Develop a transition / coverage plan:	
<input type="checkbox"/>	How will coverage be provided?	<input type="checkbox"/> How will work be delegated and to whom?
<input type="checkbox"/>	How will knowledge be transferred?	<input type="checkbox"/> Where will work status be captured?
<input type="checkbox"/>	Does a new requisition need to be created? (if so, contact Personnel/Human Resources)	
<input type="checkbox"/>	Who and how will training for the replacement be provided, if necessary?	
<input type="checkbox"/>	Provide value added feedback and information on employee performance	
<input type="checkbox"/>	Inform employee about Exit Survey	
<input type="checkbox"/>	Inform employee about any retirement plan options, if applicable	
<input type="checkbox"/>	Determine how best to say thank you for the employee's service (lunch, celebration)	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>	Other:	



Department Personnel Staff Actions		Date Completed
<input type="checkbox"/>	Code employee timecard for exit.	
<input type="checkbox"/>	Update personnel information in Human Resources database.	
<input type="checkbox"/>	Complete a separation report and send to senior management.	
<input type="checkbox"/>	Process Personnel Action Form and send to department head.	
<input type="checkbox"/>	File letter of resignation in the Personnel file.	
<input type="checkbox"/>	Process terminal pay and mail to individual.	
<input type="checkbox"/>	Issue / send Exit Survey.	
<input type="checkbox"/>	Other: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	Other: <input style="width: 100%;" type="text"/>	

Information Technology Actions		Date Completed
<input type="checkbox"/>	Provide the Manager/Supervisor with a list of equipment issued to the employee.	
<input type="checkbox"/>	Once equipment is received, verify the equipment is in working order.	
<input type="checkbox"/>	Terminate employee / employee access to building, systems, and applications.	
<input type="checkbox"/>	Other: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	Other: <input style="width: 100%;" type="text"/>	

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The Information Technology staff will indicate the equipment issued to the employee to perform his/her duties.

When the equipment is returned by the employee, the Manager/IT staff will enter the return date and the initials of the receiving party.

Equipment Checklist		Model Number	Date Returned	Received by Initials
<input type="checkbox"/>	Bluetooth			
<input type="checkbox"/>	Building key (if applicable)			
<input type="checkbox"/>	Cell phone/Smart phone			
<input type="checkbox"/>	Credit card(s)			
<input type="checkbox"/>	Digital or Polaroid camera			
<input type="checkbox"/>	Furniture key/Office key (if applicable)			
<input type="checkbox"/>	ID badge/Card key			
<input type="checkbox"/>	Laptop			
<input type="checkbox"/>	Pager			
<input type="checkbox"/>	Portable printer			
<input type="checkbox"/>	Memory stick/Flash drive			
<input type="checkbox"/>	Physical keys (cabinets, equipment, desk, etc.)			
<input type="checkbox"/>	Mobile device (phone, PDA, tablet)			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			

Under penalty of perjury, and in accordance with the company's security policy, I have returned all company property issued to me to perform the duties of the position identified herein.

Employee Name (printed)	Employee Signature	Date