

# Employee exit checklist

(insert organisation / logo)

Tasks	Tick when complete
Confirm final day of employment.	<input type="checkbox"/>
Arrange for the person to do a formal handover to someone within the business or to write procedures explaining any complicated parts of their job.	<input type="checkbox"/>
Conduct an exit interview – store this information in the employee’s personnel file.	<input type="checkbox"/>
File their personnel file in a secure location, separately from files accessed by current employees.	<input type="checkbox"/>
Collect any keys, security passes, name badges and business identification or equipment.	<input type="checkbox"/>
Collect uniform if supplied by business. Organise any deposit refund if appropriate.	<input type="checkbox"/>
Collect any tools, electronic devices or other business property issued.	<input type="checkbox"/>
Allow them to clean out their desk/locker. Returning any lock/key if required.	<input type="checkbox"/>
Update computer access or mobile devices to remove all passwords, personal files and settings from their workstation.	<input type="checkbox"/>
Remind the person of any confidentiality agreements they might have signed.	<input type="checkbox"/>
Advise of any expectations (or restrictions) regarding future visits to your business.	<input type="checkbox"/>
Organise payment of final wages (consistent with relevant legal instrument) including final pay slip.	<input type="checkbox"/>
Confirm future contact details (important for provision of group certificates and/or separation certificates as appropriate).	<input type="checkbox"/>
If they have been a valued employee, encourage them to keep in touch and issue a statement of service (you may consider giving them a verbal reference).	<input type="checkbox"/>
If requested, by law, you must issue a separation certificate.	<input type="checkbox"/>

For more information on this topic, refer to **Chapter 4. Motivate, Manage and Reward Performance of Your Workforce – a guide for Northern Territory Employers.**