**Exit Checklist Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Department:** |  | **Employee Name:** |  |
| **Employee ID:** |  | **Designation:** |  |
| **Date of Joining:** |  | **Last Working Day:** |  |
| **Supervisor/Manager:** |  | | |

**SECTION 1 – ADMINISTRATIVE CLEARANCE**

|  |  |  |
| --- | --- | --- |
| **#** | **Item Description** | **Returned/Completed** |
| 1 | Employee ID Card | ☐ Yes ☐ No |
| 2 | Attendance Device Access Removed | ☐ Yes ☐ No |
| 3 | Office Keys / Access Card | ☐ Yes ☐ No |
| 4 | Locker / Drawer Cleared | ☐ Yes ☐ No |
| 5 | Parking Pass Returned | ☐ Yes ☐ No |

**SECTION 2 – IT & EQUIPMENT CLEARANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Item Description** | **Returned/Completed** | **Remarks** | **Verified By** |
| 6 | Laptop / Computer | ☐ Yes ☐ No |  |  |
| 7 | Mobile Phone / Tablet | ☐ Yes ☐ No |  |  |
| 8 | Email Access Disabled | ☐ Yes ☐ No |  |  |
| 9 | Company Software / Login Accounts | ☐ Yes ☐ No |  |  |
| 10 | Data Backup Completed | ☐ Yes ☐ No |  |  |
|  |  |  |  |  |

**SECTION 3 – FINANCE & HR CLEARANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Item Description** | **Returned/Completed** | **Remarks** | **Verified By** |
| 11 | Salary Advance / Loan Settled | ☐ Yes ☐ No |  |  |
| 12 | Expense Claims Cleared | ☐ Yes ☐ No |  |  |
| 13 | Final Settlement Form Submitted | ☐ Yes ☐ No |  |  |
| 14 | Gratuity / Benefits Processed | ☐ Yes ☐ No |  |  |
| 15 | Tax / Provident Fund Documents | ☐ Yes ☐ No |  |  |

**SECTION 4 – HANDOVER DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Handover Item** | **Completed** | **Remarks** | **Verified By** |
| 16 | Handover of Duties / Projects | ☐ Yes ☐ No |  |  |
| 17 | Client Files / Documents | ☐ Yes ☐ No |  |  |
| 18 | Access to Shared Folders Removed | ☐ Yes ☐ No |  |  |
| 19 | Handover Report Submitted | ☐ Yes ☐ No |  |  |

**SECTION 5 – HR FINAL REVIEW**

|  |  |  |
| --- | --- | --- |
| **Checklist Item** | **Status** | **Remarks** |
| Exit Interview Completed | ☐ Yes ☐ No |  |
| Clearance from All Departments | ☐ Yes ☐ No |  |
| Experience Certificate Prepared | ☐ Yes ☐ No |  |
| Employee Record Archived | ☐ Yes ☐ No |  |
|  |  |  |
|  |  |  |

**SECTION 6 – AUTHORIZATIONS**

| **Department** | **Name & Signature** | **Date** |
| --- | --- | --- |
| Administration |  |  |
| IT Department |  |  |
| Finance |  |  |
| HR Department |  |  |

**FINAL APPROVAL**

All items listed above have been verified and cleared.  
**Authorized HR Officer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_