[Company Name / Logo]

Leaver Checklist

Employee Details:

|  |  |
| --- | --- |
| Name |  |
| Employee number |  |
| Job title |  |
| Location |  |
| Start date |  |
| Leaving date |  |
| Length of employment |  |
| Reason for leaving |  |
| Forwarding address (if applicable) |  |

Leaver Procedure:

|  |  |  |
| --- | --- | --- |
| Resignation letter received and letter of acknowledgement/dismissal sent | ☐ |  |
| Payroll termination advice | ☐ |  |
| Amend HR/payroll database | ☐ |  |
| Calculate outstanding annual leave entitlement – included in letter | ☐ |  |
| Arrange exit interview | ☐ |  |
| Circulate email to relevant people advising of employee leaving and their leave date | ☐ |  |
| Notify clients/customers and other key clients | ☐ |  |

IT and Site Security:

|  |  |  |
| --- | --- | --- |
| Identify and reclaim any company property (i.e. company car, mobile, laptop, clothing, etc.) and include in letter | ☐ |  |
| Ensure that all IT access is switched off on leaving date | ☐ |  |
| Employee returned ID card on their last day | ☐ |  |
| Credit/fuel card returned | ☐ |  |
| Locker keys/office keys etc. | ☐ |  |

Finance Issues:

|  |  |  |
| --- | --- | --- |
| Outstanding expenses or overtime claims | ☐ |  |
| Training/relocation/maternity repayment agreement included in letter | ☐ |  |
| Notify pension provider | ☐ |  |
| Notify insurers re PMI/PHI cover | ☐ |  |
| Notify any other benefit provider | ☐ |  |

|  |
| --- |
| **Notes** |
| Manager’s name:  Signature: Date: |
| Employee’s name:  Signature: Date: |