### horizontal line**Employee Turnover Checklist**

#### **Employee Details**

* Employee Name: [Insert Name]
* Position: [Insert Position]
* Department: [Insert Department]
* Last Working Day: [Insert Date]

#### **Handover Tasks**

* Knowledge transfer session completed.
* Documentation of processes and tasks.
* Completion of pending work/projects.
* Transfer of contacts and client informatioN

#### **Assets and Accounts**

* Company ID, keys, and access cards returned.
* Laptops, phones, and other devices returned.
* Deactivation of software accounts and access.

#### **Exit Process**

* Final HR meeting completed.
* Benefits and final payment settled.
* Exit interview conducted.

#### **Signatures**

**Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_  
**Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_