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# 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: \_\_\_\_\_