

# Termination / Resignation Checklist

Employee Name: Dikeledi Kate Mosalo Employee Code: 312  
 Department: Road Freight Chamber Signature: [Signature]  
 Position: Executive Officer  
 Last day of work: 30 November 2022

## A. LINE MANAGER

	yes	No
Hand over done		

Comments: \_\_\_\_\_

Name: \_\_\_\_\_ Signature (Line Manager): \_\_\_\_\_ Date: \_\_\_\_\_

## B. Human Resource Department

	Yes	No
HR notified of upcoming termination		
Disabled access to VIP system		
Disabled access to ESS system		

Comment: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## C. IT Department

Assets Returned		
	Yes	No
Laptop / PC	<input checked="" type="checkbox"/>	
Laptop Bag	<input checked="" type="checkbox"/>	
Charger	<input checked="" type="checkbox"/>	
3G	<input checked="" type="checkbox"/>	
The above equipment received in working order	<input checked="" type="checkbox"/>	

Access Information: Remove employee's name from		
	Yes	No
Disable user account	<input checked="" type="checkbox"/>	
E mail group lists	<input checked="" type="checkbox"/>	
Distribution lists	<input checked="" type="checkbox"/>	
Active Directory		
SMS / Indicium		
JDE / AX		
Flow Centric		
ERMS		

Comments: \_\_\_\_\_

Name: [Signature] Position: \_\_\_\_\_

Signature: [Signature] Date: 01/12/2022

## D. Finance Department

Comments: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_