



EXIT CHECKLIST

Employee's name:.....

Date of employment:.....

Position:

Date of exit:.....

Note: Please click all below boxes when you check the relevant documents/equipment/process. If a box is blank that means it doesn't apply for staff/contractor.

ITEMS	CHECKED	CONFIRMED BY
Professional items: Supervisor (Department/ PM/LM) signs to confirm the receipt of these items in full. (at your office)		
<i>Note: Job must be done before exit</i>		
- Documents & files	<input type="checkbox"/>	Direct reporting manager signatures' confirmation: Name: _____ Date: _____
- Sources code (SD)/ Client accounts (BPM)	<input type="checkbox"/>	
- Builds (outstanding works follow up)	<input type="checkbox"/>	
- Relevant customer(s)'s accounts (SD)	<input type="checkbox"/>	
- Other(s):	<input type="checkbox"/>	
PC & Network equipment: IT Suport signs to confirm the receipt in good condition. (at your office)		
- PC	<input type="checkbox"/>	Signature: _____ Name: _____ Date: _____
- Laptop (if any)	<input type="checkbox"/>	
- Hard Disk (if any)	<input type="checkbox"/>	
- Schedule to inactive related IT accounts	<input type="checkbox"/>	
1. Vietnam	<input type="checkbox"/>	
2. UK: incl. email to inform UK's Helpdesk	<input type="checkbox"/>	
- Other(s):	<input type="checkbox"/>	Name: _____ Date: _____
- Asset clearance:	<input type="checkbox"/>	Signature: _____ Name: _____ Date: _____
Finance: Accountant signs to confirm that these issues have been cleared. PIC: Nhu Truong (HCM - E1F3A), Thuy Nguyen (HN - HITC F6)		
- Advance clearance	<input type="checkbox"/>	Signature: _____ Name: _____ Date: _____
- Other(s):	<input type="checkbox"/>	
Resource Planning (RMO): RMO's team member signs to confirm timesheet fully until last working day. (HCM - E1F3B, HN - HITC F5)		
- Timesheet on NPC (AGS) system (excluding Back office team and BPM division)	<input type="checkbox"/>	Signature: _____ Name: _____ Date: _____
- Other(s):		
Administration: Office Administrator signs to confirm the receipt of these items (HCM - at your office, HN - HITC F6)		
- Return Employee accessed card	<input type="checkbox"/>	Signature: _____ Name: _____ Date: _____
- Parking card (if any)	<input type="checkbox"/>	
- Key(s) (if any)	<input type="checkbox"/>	
- Other tools or equipment (if any):	<input type="checkbox"/>	
Training: Training's team member signs to confirm that the issue(s) has been cleared (HCM - E1F3A, HN - HITC F5)		
- Book clearance (if any)	<input type="checkbox"/>	Signature: _____ Name: _____ Date: _____
- Training reference:	<input type="checkbox"/>	
- Other(s):	<input type="checkbox"/>	
HR: C&B's team member signs to confirm the receipt of these items. (HCM - E1F3A, HN - HITC F5):		
- Benefits refund (if any):	<input type="checkbox"/>	Signature: _____ Name: _____ Date: _____
- Other(s):		

Employee's signature

Contact points:

Full Name:

Personal Email:

Tel:.....

Location	Office Admin	Ext/Mobile	Location	IT support	Ext/Mobile
HCM office	Truc Truong (E1F3A)	7200/ 0979729639	HCM office	IT Helpdesk (E4GF)	+84-28 3810 6200 Ext: 7777
DN office	Dung Truong	0941 244 644	DN office	IT Helpdesk (Phuc Nguyen)	0966868248
HN office	Thoa Nguyen (HITC F6)	0904680098	HN office	IT Helpdesk (HITC F5)	+84-24 3834 2050 Ext: 8888