

EXIT CHECKLIST

EMPLOYEE NAME: DESIGNATION:		EMPLOYED FROM : <table border="1" style="width: 100%; height: 20px; margin-top: 5px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> TO : <table border="1" style="width: 100%; height: 20px; margin-top: 5px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					
REASON FOR LEAVING: Resignation <input type="checkbox"/> <input type="checkbox"/> Termination Other - <input type="checkbox"/>																							
IT EQUIPMENT RETURNED																							
Description	Yes	No	Qty	Remarks																			
Laptop				Model: S/N:																			
Other Device:				Model: S/N:																			
Other Device:				Model: S/N:																			
Other Device:				Model: S/N:																			
Other Device:				Model: S/N:																			
ACCESS REMOVED																							
Description	Yes	No	Remarks																				
Email																							
Other Systems (specify below)	Yes	No	Remarks																				
NOTE: Your information security responsibilities after leaving employment. During your employment, you may have had access to proprietary and confidential information. In line with this, we must remind you that, even after leaving our employment, all such information must continue to be kept in strict confidence and not divulged to any third parties. Please ensure that any materials with such information in your possession is returned to your immediate superior or other appropriate person within the organization prior to your leaving date. Furthermore, you must not disclose or use any of the aforesaid information you may have committed to memory. We take the protection of organization's information and those of organizations with whom we have business relationships very seriously and will not hesitate to investigate and if appropriate, prosecute any breaches of your responsibilities. This could result in civil or in some cases criminal proceedings being brought against you.																							
Employee's Signature:			Verified by:																				
Date:			Signature / Date																				