**Exit Checklist**

Employee Name:

Employee ID:

Last working date:

Employee phone number:

Employee personal e-mail address:

Signature:

|  |  |  |
| --- | --- | --- |
| **Task / Department** | **Owner** | **Signature** |
| 1. **Direct Manager** | | |
| **Make sure the handover is correctly made** |  |  |
| **Initiate the offboarding in WD (for voluntary departure)** |  |  |
| 1. **IT Department** | | |
| **Get Back computers (PC/ Laptop)** |  |  |
| **Get back Monitor** |  |  |
| **Get back token** |  |  |
| **Get back cable locker** |  |  |
| 1. **Admin Department** | | |
| **Get back all keys (office, …)** |  |  |
| **Deactivate Badge** |  |
| **Get back the cell phone** |  |  |
| **Get back the GSM SIM card** |  |
| **Get back the Orange Business 4G key** |  |
| **4. Finance Department** |  |  |
| **Prepaid travel card** |  |  |
| 1. **People Direct** | | |
| **Conduct Exit Interview** |  |  |
| **Initiate the offoarding in WD ( for Involuntary departure)** |  |  |
| 1. **Payroll** | | |
| **Prepare and provide STC to the employee** |  |  |
| **Proceed with the bank transfer** |  |  |
| 1. **Operations** |  |  |
| **Manage Business Processes for Terminated Worker in WD** |  |  |
| **Provide work certificate to the employee** |  |  |