

Exit Checklist

Personal Details	
Name	
Designation	
Emp Number	
Department	

Exit Asset submission checklist

Department	Asset	Yes / No / NA	Head Name & Sign
Respective Department Head	Handover Documents Submitted		
	Removed from Whatsapp or any other Official groups		
	Knowledge Transfer to the Backfill		
	Shared all Important Sheets, Files, Data shared, Access given with concern person		
	List of Any other Dues or Collections / Escalations		

Department	Asset	Yes / No / NA	Head Name & Sign
Admissions	Balance Clearance		
	Handover Documents		
	Removed from Whatsapp or any other Official groups		
	Shared all Important Sheets, Files, Data shared, Access given with concern person		
	Knowledge Transfer to the Backfill		
	List of Any other Dues or clearances		

Department	Asset	Yes / No / NA	Head Name & Sign
IT	Laptop		
	Laptop Charger		
	Laptop Bag		
	Mobile Phone & Sim card		
	Head Phones		
	Keyboard & Mouse		
	LAN Adapters		
	PBX Account deactivated		
	Email ID deactivated		
	CRM access deactivated		
	any other access given deactivated		
	List of item returned, not mentioned in the above list		
Department	Asset	Yes / No / NA	Head Name & Sign
Finance	Advance salary paid		
	Loans taken		
	Dues pending from Employee		
Department	Asset	Yes / No / NA	Head Name & Sign
HR	ID card		
	Visiting card		
	Keys		
	GreythHR Account Disable		
	Any other company Asset		
	List of item returned, not mentioned in the above list		

Employee Name_____

Date:_____

Employee Signature: