**Exit Checklist**

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| Exiting Employee Name: | Position/Department: | Date Completed: |
| Manager/Supervisor Name: | Position/Department: | Date Verified Complete: |

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| **Task** | **Initials or N/A** |
| Contact Obsidian HR to process termination |  |
| Conduct notification meeting, if separation is involuntary |  |
| Obsidian prepares separation letter, to include benefits & 401(k) instructions, unemployment info, etc.) |  |
| Obsidian processes final pay, vacation payout, expense reimbursement, as applicable |  |
| Meet with exiting with team member to review separation details |  |
| Confirm address and contact information for exiting team member is accurate |  |
| Locate packing materials for office ware |  |
| Remove name placard from office entry |  |
| Collect and shred any remaining business cards |  |
| Collect office door key(s), if applicable |  |
| Collect cabinet and drawer key(s) |  |
| Collect electronic access card(s), if applicable |  |
| Collect parking area access, if applicable |  |
| Collect mobile phone and related accessories, if company-owned |  |
| Collect company credit card, if applicable |  |
| Disable "Find my iPhone"/iPad/Android, if applicable |  |
| Log out of iCloud (if an Apple device) |  |
| Collect laptop and related accessories |  |
| Request IT to disable all access and remove from email distribution lists |  |
| Obtain voicemail password and record new greeting to redirect callers |  |
| Other Items: |  |
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