

Employment Exit Checklist

- Resignation letter; file in personnel file
- Final time ticket
- Door keys
- Desk keys
- 401k distribution forms, COBRA form, and long-term care continuation form
- Final paycheck (if applicable)
- Exit interview (if applicable)
- Supervise pack-up and exit
- Delete from network, voice mail, and all lists
- Discuss with account execs how to handle phone calls
- Remove employee from web site