

EMPLOYEE EXIT CHECKLIST

This checklist is intended to help managers and employees complete the exit process. Check off each area as applicable and return to Human Resources prior to employee's departure:

<input checked="" type="checkbox"/> Completed	
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_____ Ask employee to submit letter of resignation if they have not

_____ Inform HR of termination date and send letter of resignation to HR office

_____ Be sure to get the employee's final timesheet

_____ Receive any WHWC property in the employee's possession:

___ Cell Phone

___ Credit Card

___ Equipment checked out (Camera, etc)

___ Building Keys

_____ Other

Get the employee's current/future mailing address

Address:

_____ Set appointment with HR for employee to discuss continuation of insurance if employee wishes