***Disclaimer: This document has been created based on professional advice by TPD HR Solutions and should NOT be considered as legal advice.***

# Upon Resignation

Employee provides notice in writing

Manager informs payroll, HR and IT

Wish the employee well in office communications

Confirm details for last paycheck, including remaining vacation days

Check that employee contact information is up to date

Have employee log important job details for replacement

Note any documents, files or projects that need to transfer

Notify customers/key contacts/suppliers

Outline final work requirements and due dates

Schedule a goodbye lunch or gathering

Pass a best wishes card around the office

Process any employee expenses

Complete Record of Employment

Terminate benefits and life insurance

Delete bank signature (if applicable)

Conduct exit interview

Offer references, reference letters and/or LinkedIn recommendation to departing employee

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# Last Day

Collect issued devices (computer, phone, badge, keys etc.)

Close out any company credit cards or expense accounts

Delete employee account from relevant systems e.g. server access, email access, mailing lists

Delete company files from personal electronics if applicable

Change system passwords

Update company organization chart and directory

Redirect incoming calls/emails

Clean out desk area

File checklist, resignation letter and any other documents

Recycle business cards

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