***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

[ ]  …

[ ]  …

[ ]  …

[ ]  …

# 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

[ ]  …

[ ]  …

[ ]  …