Exit Notification Form

This form is to be sent by the employee’s manager to Head of Finance, IT, Reception, Sales, Marketing, Customer Service, Admin when any employee terminates. A copy should be placed on the terminating employee’s personnel file.

Employee Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Department: |  | Level: |  |
| Start date: |  | Reporting to: |  |
| End date (if fixed term): |  | Length of service completed: |  |
| Hire status: | Full time perm / part time perm / casual / temp / independent contractor / Fixed term part time / Fixed term full time |

|  |  |  |
| --- | --- | --- |
| Checklist | Yes | No |
| Resignation letter received? (if applicable) |  |  |
| Exit Interview conducted? |  |  |
| Termination communicated to Employees? |  |  |
| Termination communicated to Clients? (if applicable) |  |  |
| Desk reassigned? |  |  |
| Any Keys/Security Access cards returned? |  |  |
| Details removed from intranet & internet? |  |  |
| IT equipment returned? (Laptop, Blackberry, PC etc all serial no. recorded) |  |  |
| Any IT access available outside of the office (e.g. Citrix) terminated? |  |  |
| Systems to be terminated? (MS Office, Outlook etc) |  |  |
| Effective date of termination |  |  |
| Forwarding address confirmed as: |  |  |
| Next employer confirmed as: |  |  |
| Deed of Release signed? (If applicable) |  |  |
| Alumni program offered? |  |  |

Termination status

|  |
| --- |
| (Resignation, redundancy, performance management, misconduct) |