

# Final Employment Exit Interview Checklist

## Employee Details

Name

Job Title

Department

Last Working Day

## Checklist

- Company property (laptop, phone, ID badge, keys) returned
- Access to email, software, and systems revoked
- Outstanding expenses claimed and reimbursed
- Final payroll processed and explained
- Benefits and retirement plan options discussed
- Non-disclosure and non-compete obligations reminded
- Forwarding address and personal contact updated
- Exit interview completed

## Comments / Notes

Employee Signature:

Date:

HR/Manager Signature:

Date: