

# 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: