

## Separation Checklist

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Name: \_\_\_\_\_

1. Benefits package
2. Building keys/fobs returned
3. Business ID card returned
4. Collection of personal items
5. Company credit card returned (when applicable)
6. Company electronics returned
7. Company tools/equipment returned
8. Exit Interview
9. Final time card completed
10. Forwarding address provided for HR
11. Obtain letter of resignation (when applicable)
12. Office or work space cleaned
13. Parking permit returned
14. Return of Equipment
15. Separation Notice
16. Uniforms cleaned and returned