**Employee Termination Checklist**

Employee Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee ID : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Termination Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Return Item** | **[✓]** | **Completed Item** | **[✓]** |
| Company Documents |  | Customer Account Handover |  |
| Desk/Drawer Keys |  | Job Handover |  |
| Petty Cash |  | Job Report |  |
| Car/Motorcycle |  | Email default password |  |
| ID Card |  | Phone default password |  |
| Business Cards |  | Laptop default password |  |
| Laptop |  | Termination Form/Resign letter |  |
| Uniform |  |  |  |
| Sales Materials |  |  |  |
| Product samples |  |  |  |
| Software |  |  |  |
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*All item must be returned and completed upon termination and before issuance of final paycheck.*

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| Notes : |   |

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 Employee Signature Supervisor Signature