

Employee Exit Checklist

Personnr:	Date:
Name:	

Items				
Have these Items been returned?	Yes	No	Not Required	Comments
Access cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Locker Keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer equipment for home use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer equipment for office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data/work related files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access				
Remove/disable access	Yes	No	Not Required	Comments
CMM user account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CMM VPN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CMM FTP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CMM Intranet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
KI mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
KS/KI phone number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
KI snail mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	