

Employee Exit Checklist

An exit-day HR administration checklist for final pay, benefits, the exit interview, and returned assets.

Confirm Final Pay

- Calculate the final paycheck including all hours worked
- Add accrued, unused vacation or leave where applicable
Payout rules vary; follow local laws and confirm with payroll.
- Include owed reimbursements, commissions, or bonuses
- Apply any authorized and lawful deductions
- Confirm the final pay date and delivery method
- Provide pay stubs and year-end tax documents as required

Settle Benefits

- Determine the last day of benefits coverage
- Explain continuation or conversion options available
- Process retirement or savings plan distributions or transfers
- Cancel or transfer life and disability coverage as needed
- Provide written details on how benefits end and next steps
Benefit rules differ by region; follow local laws.
- Remove the employee from benefit provider portals

Conduct the Exit Interview

- Schedule the interview for or before the last working day
- Use a consistent set of questions about role and culture
- Ask why the employee is leaving and what could improve
- Create a safe, neutral space for honest feedback
- Record themes and notable comments for later review
- Thank the employee for their feedback and contributions
Aggregate feedback over time to spot patterns.

Collect Company Assets

- Retrieve the laptop, phone, and any issued devices
- Collect badges, keys, fobs, and parking passes
- Recover company credit cards and corporate accounts
- Confirm return of documents, files, and confidential materials
- Update the asset register to mark items as returned
- Note any unreturned items and the recovery plan
Document outstanding assets in writing.

Complete HR Administration

- Confirm and file the resignation or termination letter
- Update the HR system to mark the employee inactive
- Process any agreed severance or separation paperwork
- Remind the employee of confidentiality and post-employment terms
- Provide employment verification or reference details if offered

- Archive the personnel file per your retention policy
Retention periods vary; follow local laws and HR guidance.

Final Day Wrap-Up

- Verify all access has been or will be revoked on schedule
- Confirm desk or workspace is cleared and personal items collected
- Update internal directories and notify reception or security
- Provide the employee with their final documents in writing
- Share approved contact details for post-exit questions
- Give a respectful send-off and wish them well
A positive exit supports your reputation and rehires.