



Employee Exit Checklist

www.shawstruckrepairs.com.au (ABN 12 120 480 828)

Employee's Name:
Surname First Name

Employee Number: **Location:**

Salary Full time wage Part-time Casual

Position / Title:

Termination Date (Last Day Worked):

Reason for Termination:

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Required Notice Given ? Yes → No
Amount of notice given

The following documents/items must be recovered or actioned prior to the employee leaving. Managers must initial and date the appropriate columns, or show N/A where not applicable.

Document/Items	Initial	Document/Items	Initial
1. Resignation Letter Received		4. Mobile phone & accessories	
2. Uniform Items		5. Employee exit interview completed	
3. Company Keys & Property		6. Other (Please specify)	

Manager/Supervisor Comments:

Pay all outstanding monies

Withhold wages (comments)

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Manager's Name

.....
Manager's Signature

.....
Date