



Exit Checklist

Name of Employee:	
Employee No:	
Designation:	
Function/Entity:	
Immediate Manager:	
Date of Joining:	
Date of Resignation/Superannuation	
Date of Relieving:	

This is to confirm that _____ has completed the following tasks/ handed over the following items:

Immediate Manager			
	Yes/ No	Value to be recovered	Signature
Has completed all assigned tasks			
Has completed knowledge transfer, briefing of open items and handed over work items in progress to the nominated colleague			
Has returned all the documents, books, packages, confidential material etc. that belong to the Agile Labs			
Has cleared the allocated workspace			
Administration			
Login id / email id cancelled			

Computer / laptop returned			
Other computer peripherals returned			
System back up taken			
Keys of work area returned			
Photo identity card returned			
Access card returned			

E-Office			
E-Office Login id cancelled			
Digital Signature Dongle Submitted			
Digital Signature de activation request raised			
In box cleared / handed over			
Accounts and Finance			
All Advances settled/ No Dues confirmed			
Notes for salary register			
Library			
All issued books returned			
fine due (If Any)			
Google Work Space ID			
Email ID			
Canteen Coupon			
User ID			