

Leaver Checklist

Close somebody's employment down tidily, so keys, kit, accounts and the handover are all dealt with rather than discovered months later.

What has to be returned, cancelled, paid and recorded when somebody leaves.

RETURN, CANCEL, PAY, RECORD

Most of what goes wrong at the end of employment is administrative: a key not returned, an account left open, a final payment not worked out. Handled as a list, none of it is difficult.

NameRoleLast working dayManager

RETURNED

Item	Serial or number	Returned on	Received by	Condition

CANCELLED, CLOSED OR TRANSFERRED

☐ Building and gate access

☐ Logins and email

☐ Company card or account

☐ Vehicle and fuel card

☐ Phone, number and contract

☐ Uniform and PPE

☐ Keys and alarm codes changed where needed

☐ Customers and contacts told

☐ Work handed over

☐ Final pay and outstanding leave worked out

Completed byLeaver signatureDate