

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.

Name _____ Role _____ Last working day _____ Manager _____

RETURNED

Item	Serial or number	Returned on	Received by	Condition

CANCELLED, CLOSED OR TRANSFERRED

- | | |
|---|---|
| ☐ Building and gate access | ☐ Uniform and PPE |
| ☐ Logins and email | ☐ Keys and alarm codes changed where needed |
| ☐ Company card or account | ☐ Customers and contacts told |
| ☐ Vehicle and fuel card | ☐ Work handed over |
| ☐ Phone, number and contract | ☐ Final pay and outstanding leave worked out |

Completed by _____ Leaver signature _____ Date _____