

Probationary Employee Exit Checklist

Employee Name: _____

Department: _____

Position: _____

Date of Exit: _____

Items to be Returned

Item	Returned	Remarks
ID Card/Badge		
Company Laptop		
Keys/Access Cards		
Uniform/Equipment		
Other Company Property		

HR & IT Clearance

Task	Completed	Remarks
Email/Account Deactivation		
Payroll Clearance		
Final Pay Calculation		
Document Submission		

Exit Interview (if applicable)

Interviewer: _____

Date: _____

Comments: _____

Employee Signature _____

Date: _____

Supervisor/HR Signature _____

Date: _____

