

Voluntary Resignation Termination Checklist

Employee Information

Name:

Department:

Position:

Last Working Day:

Checklist

Item	Completed
Letter of resignation received	<input type="checkbox"/>
Resignation acceptance letter issued	<input type="checkbox"/>
Final day workflow completed	<input type="checkbox"/>
Company property returned (keys, laptop, ID, etc.)	<input type="checkbox"/>
Handover complete	<input type="checkbox"/>
IT accounts and access revoked	<input type="checkbox"/>
Exit interview conducted	<input type="checkbox"/>
Payout and benefits processed	<input type="checkbox"/>

Notes