Employee Exit Security Checklist Template (Security Division)

Employee Name:

Employee ID:

Department:

Position:

Date of Exit:

Security Exit Checklist

Item	Returned / Checked	Remarks
Employee ID Card / Badge	☐	
Access Cards / Keys	☐	
Company Laptop / Devices	☐	
Company Mobile Phone / SIM	☐	
Confidential Documents	☐	
Software / Systems Access Revoked	☐	
Email / Network Access Revoked	☐	
Parking Permit Returned	☐	
Other (specify)	☐	

Comments

Security Officer Name:

Date: