

Employee Separation Checklist

Employee Information

Name: Date: Time:

Location: Employees's Phone

Department: Manager's Phone

Manager's Name

Manager's Signature

Separation Information

Separation Status

Voluntary

Involuntary

Network Access

Network

Remote Access

VoIP Ext

Core System

Voicemail

Internet Access

Email

Other:

Equipment

Desktop

Laptop

Printer

Modem

Cell Phone

Palm Device

Pager

Access Swipe Card

Company Vehicle

Corporate Credit Card

Corporate Gas Card

Building/Office Keys

Audio Visual

Software