

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

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