**STAFF EXIT FORM**

**Name of employee: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Termination of employment date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Division: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Position: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**NB:** To be completed without exception upon the employee’s services terminating.

**Part A: Return of company property**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Details** | **Cancelled** | **Destroyed** | **Signed** |
| Company credit card | Card number: |  |  |  |
| Company fuel card |  |  |  |  |
| **Item** | **Details** | **Returned** | **Condition** | **Signed** |
| Company car | Model: |  |  |  |
| Registration number: |
|  |  |  |  |  |
| Laptop |  |  |  |  |
| Printer |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Mobile phone | Phone number: |  |  |  |
| Charger |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Calculator |  |  |  |  |
| Tools |  |  |  |  |
|  |  |  |  |  |

**Part B: Staff exit procedures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Details** | **Completed** | **Signed** |
| Computer access withdrawn |  |  |  |
| Out-of-office notification set |  |  |  |
| Loans/advances/other debts repaid |  |  |  |
| Ongoing obligations confirmed in writing (e.g. confidentiality agreement) |  |  |  |

Signature of employee

……………………………………….…………..

***[Insert employee’s name]***

Date:………………………………..........…

Signature of employer

……………………………………….…………..

***[Insert employer’s name]***

Date:………………………………..........…