

Leaver Checklist

When people leave the business, the following list of checkpoints needs to be completed by their manager and added to the respective personnel file.

Name of Leaver	
Job Title of Leaver	
Last Day	
Form Authorised by	

Item	Relevant	Date	Initials
Return of Office Keys			
Return of Car Park Pass/Fob			
Return of laptop and any accessories			
Revoke VPN connection and passwords			
Notification to key customers/suppliers			
Notification to health scheme supplier			
Notification to Accountants (payroll etc)			
Notification to Life Assurance scheme			
Request issue of P45 from accountants			
Return of mobile phone			
Remove from PAS Active Directory			
Deletion/tombstone GSuite/Office 365 account			
Update internal documentation			
Remove FreshDesk account			
Remove FreshSales account			
Update internal phone extensions/list			
Change company social networking passwords			
Log leaver in RBS Mentor system			
Assessment of duty re-allocation			
Remove from Test AD			
Remove from Dev AD			
Return of credit card			
Reset any passwords to core systems			
Remove remote connection system details (GTA etc)			
Remove LastPass login			
Exit Interview			