# Exit Interview Checklist



Instructions:

This form is to be completed by the supervisor or department representative before an employee's last date of employment at XXX. Place a check in the box after each item has been returned. If a particular item does not apply, write N/A to the left of the box. After you have completed this form, sign it and return it to YYY. It will be placed in the employee's personnel file.

Employee Name: _____ Date: _____/_____/_____

Department: _____ Supervisor: _____

Position: _____ Dates of Employment: From: ___/___/___ to___/___/___

Where to send W-2: _____

The following items have been returned:

☐ Keys

☐ Company Equipment/Laptop Computer

☐ Company Credit Card

☐ Cellular Phone

☐ Company Documents

☐ Other Company Property

☐ ID Card

☐ Uniform

☐ Other: _____

Comments:

_____

I verify that all the items checked above have been accounted for.

Supervisor Signature_____ Date ____/____/____