

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 ____/____/____