

Employee Exit Checklist

Date: _____

Position: _____

Employee Name: _____

Signature: _____

Manager Name: _____

Signature: _____

Equipment			
Returned?	Yes	No	Comments (Check off or put N/A)
Truck/Car	<input type="checkbox"/>	<input type="checkbox"/>	
Truck Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Equipment (masks etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Uniform and Badge(s) (including security badges)	<input type="checkbox"/>	<input type="checkbox"/>	
PDA and Charger	<input type="checkbox"/>	<input type="checkbox"/>	
Cell phone and Charger	<input type="checkbox"/>	<input type="checkbox"/>	
Printer and Charger	<input type="checkbox"/>	<input type="checkbox"/>	
Power Inverter	<input type="checkbox"/>	<input type="checkbox"/>	
Other Materials			
Returned?	Yes	No	Comments (Check off or put N/A)
Credit Card	<input type="checkbox"/>	<input type="checkbox"/>	
Purdue Book	<input type="checkbox"/>	<input type="checkbox"/>	
New Hire Training Notebook	<input type="checkbox"/>	<input type="checkbox"/>	
NMPA Field Guide	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Documents (Handbook etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Miscellaneous			
Returned?	Yes	No	Comments (Check off or put N/A)
Tablet (Sales Representative)	<input type="checkbox"/>	<input type="checkbox"/>	