

Employee Equipment Return Checklist

Name of employee:

Department:

Position:

Date of termination:

Type: ☐ Resignation provided ☐ Verbal Resignation ☐ Company Termination

Things to Do:

- ☐ Send an official termination letter.
- ☐ Obtain written authorization from the employee.
- ☐ Review all employee benefits and compensation.
- ☐ Notify the payroll department.
- ☐ Pull personal and I-9 to place in terminated employee files.
- ☐ Disable security codes and passwords.
- ☐ Disable e-mail and remove the employee from e-mail groups/ distribution lists.
- ☐ Disable computer access to the company database.
- ☐ Disable phone extension/voicemail.
- ☐ Perform exit interview.
- ☐ Inform necessary personnel
- ☐ Complete Confidentiality, non-compete, non-disclosure, non-solicitation, and intellectual property forms.

Employee Equipment Pickup Checklist

Date of pickup:

Time of pickup:

Equipment:

- ☐ Tools and safety devices.
- ☐ Badges, keys, and other access credentials.
- ☐ Phones and calling cards.
- ☐ Computers, laptops, and associated cables.
- ☐ Docking Stations.
- ☐ Headsets.
- ☐ Company Credit Cards.
- ☐ Designs and formulas.
- ☐ Books.
- ☐ Safety equipment.
- ☐ Price lists.
- ☐ Price Tables.
- ☐ Marketing Materials.
- ☐ Company Files.
- ☐ Customer Lists.
- ☐ Uniforms.
- ☐ Company vehicles.
- ☐ Other:

Employee signature:

Date: