



ADG Employee Exit Checklist

Employee Name:	Title:
Last Day of Work:	Practice manager:

Access information

- Access from email has been removed/password has been changed (if applicable)
- Employee has been removed from email list

I.T to remove

- The employee from website (if applicable)
- The employee from the portal

The following items have been collected

- Office keys (if applicable)
- Uniform
- Name badge

Signature of Practice Manager

Date

NOTE: Please return a copy to head office for the final pay to be released to the employee.