

**Last Day Checklist – A Fond Farewell**

Going away/thank you card from team

Collect Micros/Room Card

Have the associate turn in their keys. (If applicable)

Have the associate turn in their cash bank. (If applicable)

Turn in name tag/uniform

Turn in and Laptop/Phone. (If applicable)

Fill out IT exit form. (If applicable)

 Check any uncollected pay stubs

Update department phone list and email list

Have the associate empty out their mailbox

Enter in corporate termination

Exit interview:

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| Why did you begin looking for a new job? |
| **If you could change anything about your job or the company, what would you change?** |
| What did you like best/worst about working here? |
| Would you recommend someone to work here? |
| Did the job you were doing align with your personal goals? |
| Did you have the tools and resources needed to do your job? |
| **What could have been done for you to remain employed here?** |