

**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?** |