

SAMPLE TURNOVER CHECKLIST & CLEARANCE FORM

Name of Employee: _____ Signature: _____

Position: _____

Date Cleared: _____ Cleared by: _____

The following must be completed before the Exiting Employee can be cleared:

- ☐ Keys
- ☐ ID
- ☐ Clipboard
- ☐ Cellphone & Sim Card (if applicable)
- ☐ Telephone Directory
- ☐ Turnover Notes & Instructions
- ☐ Exit Interview
- ☐ Last Pay Form
- ☐ Forwarding Contact Information
- ☐ Employee History Update (201 File)
- ☐ Printed Files
- ☐ Computer Files & Path

☐ Computer or File Passwords

☐ Email Address

Note: Please attach separate sheet if space provided is not sufficient.

FORWARDING CONTACT INFORMATION

Name of Exiting Employee: _____

Forwarding Address: _____

Telephone Number: _____

Cellphone Number: _____

Email Address: _____

Persons We Can Contact if We Cannot Reach You:

Name: _____ Relationship: _____

Tel. Number: _____ Cellphone No: _____

Email Address: _____

Name: _____ Relationship: _____

Tel. Number: _____ Cellphone No: _____

Email Address: _____

Sample Format Of Motorcycle Turnover

R Bogdan



Sample Format Of Motorcycle Turnover:

The Enigmatic Realm of **Sample Format Of Motorcycle Turnover**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Sample Format Of Motorcycle Turnover** a literary masterpiece penned with a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of those who partake in its reading experience.

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