

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

Lei Shi



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