

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

Xiaolong Qi



Sample Format Of Motorcycle Turnover:

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In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Sample Format Of Motorcycle Turnover**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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