**Employee Leaving Checklist**

**Contact Information:**

|  |  |
| --- | --- |
| Employee Number |  |
| Full Name  |  |
| Job Title |  |
| Reports to |  |
| Start Date |  |

**IT/Hardware requirements:**

|  |  |
| --- | --- |
| Email address removed[[1]](#footnote-1) |  |
| Pin codes changes |  |
| Keys returned |  |
| Devices returned |  |

**IG requirements:**

|  |  |
| --- | --- |
| Staff member has confirmed that any records within their personal drive have been transferred to shared space |  |
| All records not required purged |  |
| List and description of returned records provided by leaver |  |

1. Please remember that if someone is keeping their email address to work elsewhere in the NHS – you must ask them to transfer all records related to their work at your organisation into the shared space [↑](#footnote-ref-1)