**Employee Departure Checklist**

**Basic**

* If Employee is being terminated – you should have their last paycheck prepared along with paperwork from the Independence Hotel to hand off.
* If employee is resigning, a signed letter of resignation should be collected
* The employee will need to take any personal property they have been storing at work with them

**Collect Property**

* Computer
* Phone (including password to open phone and to their voicemail)
* Uniform
* Company Credit Card
* Master Key
* Files electronic or paper

**IT**

* Contact Convergence to disable their Microsoft Office log-in and have emails forwarded to the appropriate account
* Disable their account on WebResPro
* Take an inventory of any additional log-ins they may have utilized

**Communication**

* A memo to staff may be appropriate
* Inform any customer, vendor or community partners that may have been in communication with the staff member