

Departure Checklist for Contributor

Departure Step	Responsible Parties	Validator	Validation Zone (name of validator)	Date
1 Informing Immediate Manager and HR of Departure	Contributor, Manager	HR		
2 Knowledge Transfer Sessions	Contributor, Successor	Manager		
3 Handing Over Assigned Tasks	Contributor, Successor	Successor		
4 Returning Company Equipment and Access	Contributor, IT Department	IT Department		
5 Clearing Financial Dues and Expenses	Contributor, Finance Dept.	Finance Dept.		
6 Finalizing Employment Documents	HR, Contributor	HR		
7 Exit Interview and Feedback Sessions	HR, Manager, Contributor	HR		
8 Updating Contact Information and Network	Contributor	HR		
9 Submission of Final Reports or Projects	Contributor, Manager	Manager		
10 Cutting Access to Applications	IT Department, Contributor	IT Department		
11 Blocking Payment Cards	Finance Dept., Contributor	Finance Dept.		
12 Wishing the Team and Staying in Touch	Contributor, Team Members	Manager		

once all 12 steps have been validated, the contributor can leave the project and receive a final payment.

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