

Resignation Checklist

Employee Name	Resignation Date
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Considerations	
1. Discuss the situation with the employee and, if appropriate, assess whether there is some action you can take to prevent the resignation, e.g. monetary incentives or flexible working hours.	<input type="checkbox"/>
2. If there are identifiable alternatives to the employee's resignation which the business can accommodate, confirm any altered conditions in writing, noting other contractual conditions remain unchanged. Alternatively, prepare an up-to-date contract which includes the new conditions of employment.	<input type="checkbox"/>
3. If there are no identifiable alternatives to the employee's resignation, obtain the employee's written confirmation of resignation. If written confirmation is not supplied, write to the employee confirming your receipt of their resignation and your acceptance of it.	<input type="checkbox"/>
4. Consult your business' termination/resignation policy.	<input type="checkbox"/>
5. Confirm with the employee the precise date their resignation will take effect, taking account of the period of notice the employee is required to provide. If you intend to provide the employee with a payment in lieu of notice, make arrangements with payroll and confirm this in writing with the employee.	<input type="checkbox"/>
6. Notify other parties affected by the resignation, (e.g. the employee's superannuation fund, workers' compensation and other insurers (where relevant), other employees, payroll department, key customers etc.).	<input type="checkbox"/>
7. Calculate the employee's pay-out entitlements as at the date the termination of the employee's employment will take effect and prepare a detailed statement of entitlements to issue to the employee.	<input type="checkbox"/>
8. Re-check that the quantum outlined in the statement of termination entitlements is correct before providing it to the employee.	<input type="checkbox"/>
9. Arrange the return of any property of the employer which is in the employee's custody, possession or control (e.g. company vehicle, mobile phone, laptop, business cards, office keys, security passes etc.).	<input type="checkbox"/>

	Refer to the Property Return Checklist.	
10.	Prepare and issue a statement of service, if the employee has requested one.	<input type="checkbox"/>
11.	Prepare and issue a written reference only if it is appropriate. Note that there is no obligation to provide a written reference if the employee requests one.	<input type="checkbox"/>
12.	Update the employee's employment records to record all details of the employee's termination of employment.	<input type="checkbox"/>
13.	Issue a Group Certificate to the relevant employee within the required time period, after the employee's employment ceases.	<input type="checkbox"/>
14.	Issue a Separation Certificate to the employee if requested by the employee or Centrelink.	<input type="checkbox"/>
15.	Ensure the employee completes all relevant paperwork to resign from any offices held with the employer.	<input type="checkbox"/>
16.	Advise IT and building security to de-activate all security passes, email accounts and any other relevant security measures.	<input type="checkbox"/>
17.	Update the employer's phone list.	<input type="checkbox"/>
18.	Finalise final superannuation contributions within the required time period.	<input type="checkbox"/>
19.	Ensure the employee prepares a memo outlining work not completed up to termination.	<input type="checkbox"/>
20.	Allocate future appointments from the resigning employee's diary to another employee.	<input type="checkbox"/>
21.	Have the resigning employee complete an exit interview questionnaire.	<input type="checkbox"/>
22.	Issue a final payslip.	<input type="checkbox"/>

Date	Completed by
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