Exit Interview Checklist for Remote Employees

Conducting an **exit interview checklist** for remote employees ensures a smooth offboarding process by addressing key topics such as knowledge transfer, equipment return, and feedback collection. This checklist helps maintain clear communication and protects company interests while supporting departing remote staff. Implementing a structured approach enhances overall employee experience and organizational learning.

Checklist

- **Notice & Confirmation**
  - Confirm resignation in writing
  - Communicate last working day
- **Knowledge Transfer**
  - Request completion of handover documents
  - Schedule knowledge transfer sessions with team
  - Document ongoing projects and critical tasks
- **Equipment & Asset Return**
  - Create inventory of company equipment assigned
  - Arrange for remote pick-up or shipping of devices
  - Ensure return of access cards, keys, and other physical assets
- **Access & Accounts**
  - Revoke access to company systems, apps, and emails
  - Change shared passwords and disable user accounts on departure day
- **Final Pay & Benefits**
  - Review final paycheck and unused PTO calculation
  - Provide information on benefits cessation or continuation (e.g., COBRA)
  - Confirm address for final documents & tax forms
- **Exit Interview**
  - Send exit interview invitation and questionnaire
  - Discuss reasons for leaving and gather feedback
  - Document insights and areas for organizational improvement
- **Feedback & Acknowledgment**
  - Offer opportunity for final comments or suggestions
  - Provide appreciation for contributions and discuss next steps

Additional Tips

- Maintain empathy and professionalism in all communications.
- Ensure secure handling of data and equipment returns.
- Use exit feedback to improve remote work policies and retention.