Exit Checklist for IT Responsibilities

Dear [Employee's Name],

As you prepare for your departure from [Company Name], please take a moment to complete the following exit checklist related to your IT responsibilities:

IT Exit Checklist

- Return all company-owned hardware (laptops, mobile devices, etc.)
- Transfer any ongoing projects or tasks to designated employees
- Backup all relevant data and files on the company server
- Update any documentation related to your projects or systems
- Remove personal accounts and passwords from company devices
- Ensure that all software licenses are in order and transferred if necessary
- Schedule a final meeting with your supervisor or IT department for any further instructions

Final Steps

Please keep this checklist and ensure all items are completed by your last working day, [Last Working Day]. If you have any questions or require assistance, feel free to reach out to the IT department.

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]