

Separation Checklist - Part B

Name	Staff Number	Effective Date
Agency		Last Working Day
Position Title	PAN Form No.	Voluntary
Department		Completion of contract

To the Company Employee / Agency Employees :

You are requested to report to the following offices and return all the company's properties which have been issued to you while you worked in our office. Such as drawing materials, books, manuals, calculator etc.

The Company cards, both **Identity Badge** and **Time Registration Card**, must be handed to the receptionist on your last day in the office, after you have clocked out, and before leaving the building at completion of your work.

To the Company Staff Officer in charge of the following offices :

The above mentioned employee is leaving our Company. Will you please make sure that he/she returns all Company property which you have issued to him/her, and sign your section of this list after he/she has done so.

Department	Reason	Contact Person	Area	Signature	Date
Accounting *	1. Return Credit Cards	xxx	5A19	1.	
	2. Travel Account + Hertz Card	xxx	5A18	2.	
Quality Assurance *	Return controlled copies of Company Procedures		5C17		
General Services	Return company property including card(s) for parking / bicycle storage	xxx	0A32		
Company Restaurant	Funds return of restaurant card Between 10.00 and 11.00 hrs.		0C34		
Information Services Group (ISG)	Return of user ID Manuals/ Computer Assets	xxx	1A18		
Library	Return of books	xxx	0C28		
Employee's Department Manager					
Human Resources	Check out P.M.S.	xxx	1A11		
Reception	1. ID Badge 2. Time Registration Card	Please return this form and both badges to Human Resources Department.			

* = Not for the Agency Employee