

<insert government department logo here>

<date>

<address>  
<address>  
<address>

Dear <name>,

It is with regret that I accept your resignation as <position title> from the <insert organisation name>. I would like to take this opportunity to thank you for your valuable contribution to the organisation and I trust that your time here has been rewarding and assisted in your professional development. I wish you all the best in your **future endeavours / retirement / new position**.

Sincerely,

<name>  
<title>

## EXIT CHECKLIST FOR EMPLOYEES

*Please tick each box as the activity is completed or if an item is not applicable, sign at the bottom of the page to indicate that you have completed all the necessary actions before your departure, and return it to your manager at your exit interview.*

<b>Before you leave</b>	
<input type="checkbox"/>	Speak to your manager about final flex arrangements
<input type="checkbox"/>	Cancel all subscriptions to magazines / internet sites / email newsletters
<input type="checkbox"/>	Advise the library of your departure date, and return all library books
<input type="checkbox"/>	Check that HR has your correct forwarding address for final pay slips
<input type="checkbox"/>	Cancel voicemail message
<input type="checkbox"/>	Advise your superannuation fund of your cease in employment (if leaving the APS)
<input type="checkbox"/>	Advise IT of your departure date
<input type="checkbox"/>	Arrange a time with your manager to complete an exit interview and return property
<b>On your last day</b>	
<input type="checkbox"/>	Return security access devices, including:
<input type="checkbox"/>	Swipe card
<input type="checkbox"/>	Keys
<input type="checkbox"/>	Return computer equipment, including:
<input type="checkbox"/>	Laptop
<input type="checkbox"/>	PDA
<input type="checkbox"/>	Software
<input type="checkbox"/>	Other computer accessories
<input type="checkbox"/>	Return government purchasing card
<input type="checkbox"/>	Return cabcharge card / vouchers
<input type="checkbox"/>	Advise your manager of your telephone pin (if applicable)

I acknowledge that I have completed all of the above tasks and returned all of the above items, as well as other items not listed that are the property of the <insert organisation name>.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_