### EXIT DECLARATION FORM

This form is to be completed by the departing employee’s immediate manager and forwarded to HR for filing.

|  |  |
| --- | --- |
| Name |  |
| Position Title |  | Dept: |  |
| Last working day: |  |
| Items Returned | Date returned /Date to be actioned | Supervisor signed |
| Keys:* 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |
| * Credit Card
 |  |  |
| * Salary Sacrifice concluded
 |  |  |
| Computer Hardware returned:* Laptop
* Bag
* Mouse, keyboard, cables & charger
* Docking Station
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |
| Computer Software* Disks returned
 |  |  |
| Other: |  |  |

**Employee’s Acknowledgement**

I acknowledge that:

That all [TAFE] and/or client property has been returned to [TAFE] and/or the client;

I have paid in full or arranged to have paid in full any salary sacrifice or any other agreed debt I have with [TAFE]; and

I will not breach any confidentiality obligations resulting from my employment at [TAFE].

Employee’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Manager’s Declaration**

I declare that I have collected the above [TAFE]/client property from the employee.

Manager’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Manager’s Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_