### 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_