The Employee Exit Checklist is purposed to facilitate a seamless process for employees transitioning roles on campus or departing the University of Denver. Please note that each unit/division on campus may have additional requirements or protocols.

**Knowledge Transfer Meeting**
- Develop a list about what skills and competencies you believe are required in order to be successful in the position you held.
- Recall key experiences that would provide constructive feedback for the unit/department moving forward with a new employee in the position.

**Operational Responsibilities**

**Resignation**
- Provide a letter of resignation (email or hard copy) to your manager.
- Go to the Employee Transitions website for information on benefits, parking pass, eco pass, retirement, and COBRA.

**Administrative**
*Discuss these items with your manager prior to completing.
- Activate out of office on email.
- Change voicemail message to reflect departure and include information on new point of contact.

**Items to Return**
- Keys to office(s) and filing cabinets.
- Purchasing card.
- Laptop, computer related equipment, and any other University property.

**Employee Exit Questionnaire and Exit Conversation**
Please complete the exit questionnaire to provide feedback back regarding your experience at DU (voluntary). If you would like to schedule an exit conversation with HR, please contact Aimee Neu at aimee.neu@du.edu or x13307.