


## About the Document

<b>name</b>	<b>DP-HR-4610-M. Staff Departure Checklist</b>
<b>owner</b>	HR
<b>access &amp; use</b>	Restricted to HR
<b>what it is</b>	A checklist that describes and assigns the processes to be followed once it is confirmed that an individual will be leaving the Company.
<b>who uses it</b>	<ul style="list-style-type: none"> <li>◆ HR modifies this master checklist to create a new version for each staff departure, and distributes it to the stakeholders identified in the document.</li> <li>◆ The stakeholders complete their assigned action items.</li> </ul>
<b>used with</b>	<ul style="list-style-type: none"> <li>◆ <i>DP-HR-4600-M. Exit Interview Form</i></li> </ul>

## Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If required, you can copy and paste:
  - To add additional sections to the form.
  - To add additional tables to the form. In the upper-left corner of the table, click the  Table icon to select the entire table, and then press **Ctrl + C** to copy it. Right-click in the destination location and press **Ctrl + V** (or right-click and select **Keep Original Table Formatting** from the **Paste Options**).
  - To add additional rows to the tables. Place the cursor in a row, right-click, and select **Insert > Insert Rows Below**. Or, to copy and paste a row, select the entire row and press **Ctrl + C**, then place cursor in the first cell of the destination row and press **Ctrl + V**.



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