About the Document

name	**DP-HR-4610-M. Staff Departure Checklist**
owner	HR
access & use	Restricted to HR
what it is	A checklist that describes and assigns the processes to be followed once it is confirmed that an individual will be leaving the Company.
who uses it	◆ HR modifies this master checklist to create a new version for each staff departure, and distributes it to the stakeholders identified in the document. ◆ The stakeholders complete their assigned action items.
used with	◆ *DP-HR-4600-M. Exit Interview Form*

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**).

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