



Leaver's Checklist Guide



When an employee resigns, its best to contact your HR provider to run through everything to make sure the process runs smoothly. Here are a few tips from us:

Leavers	✓
Ask for a dated resignation in writing or via email, and confirm their resignation has been accepted in writing, their leaving date and any other specifics about them leaving.	
If the employee is going to work for a competitor - check their contract of employment to see what post employment restrictions are in place, and remind them of these in the letter noted above.	
Decide whether you want the employee to work their full notice period or part of their notice period, or put them on garden leave.	
Organise final pay. Calculate holidays until leaving date, are there any holidays owed/to be deducted? Are there any other monies owed by the employee to the company - ensure they are deducted.	
Agree how and when their resignation will be announced to the team.	

Leavers continued	✓
Organise a handover document or meeting with the employee to understand anything you need to before they leave such as outstanding tasks, passwords etc.	
Carry out an exit interview to understand the employee's true reasons for leaving and if there are any areas for the business to improve.	
Ensure the employee returns all company property (equipment, keys, passes, passwords, documents, uniform).	
Provide a reference for their future employer if asked which confirms their dates of employment and job title only.	
Once their final pay is processed, remove the employee from your payroll and send them their P45. Cancel any benefits.	

Do you need to recruit for the role?	✓
Review and update the Job Description for the role.	
Agree what the salary range should be for the role using local salary data and information.	
Contact Meraki HR for help with any of your recruitment needs.	



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1. What is the point of conducting an exit interview?

By conducting an exit interview, you can find out the true reasons why the employee is leaving, and establish if there is anything you could do better as a business from a people perspective.

2. I don't want the employee to leave – what do we do?

First and foremost, don't take a resignation personally. Employees will change their jobs every three to four years on average, with those aged 25 – 35 switching roles after just one or two years. Find out why the employee is leaving and you can then determine if there is anything that you can do to keep them. However, this comes with a word of warning – if someone has decided to leave, depending on their reasons for leaving, you may not be able to keep them, and persuading them to stay may not be best for them or the business.

3. What do I tell the rest of the team?

The employee isn't required to tell the team but you could come to agreement together about how and when to tell the team. Agree together with your employee the approach that works for them and your business.

4. What do I do if an employee quits without notice?

Firstly, check their employment contract and what it says they should work as their notice. You should still try to conduct an exit interview to understand the reasons for them leaving you, as it could be down to an issue you aren't aware of (for example bullying or harassment in the workplace) which you will have a duty of care to investigate and deal with.

5. How do I prepare for an employee leaving?

We recommend that you create a leavers checklist, speak to us if you would like help with this. This will ensure the leavers process is being followed consistently and ensure you are in line with current employment law.

6. A key member of the team is leaving – how will we cope?

This can be tough! Firstly, conduct an exit interview with the employee and ensure they complete a full handover. If you need any help with recruiting a new employee then we can help you through this process.

7. The employee owes us holidays or expenses, what do we do?

Speak to your payroll or finance team. They will make any deductions through the payroll to ensure any tax and NI is paid. If the employee owes a large amount of money which you are unable to claim through payroll, then you could either write this off or you may wish to contact the employee in writing to ask them to re-pay the funds – speak to us if this is the case.



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