

A GOOD EXIT CHECKLIST

A practical checklist for managing employee exits with clarity and confidence, including senior exit considerations



Handled well, exiting someone protects your business, reduces disruption and supports everyone to move forward. Use this checklist to identify where you may need support at each stage.



Set the foundation

- Confirm the business reason and objective for the exit.
- Identify the most appropriate exit route (e.g. conduct, capability, redundancy, breach of a statutory restriction, SOSR).
- Check for any protected characteristics or risk factors.

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Gather and review evidence

- Collect clear, current and relevant documentation.
- Ensure evidence supports the decision and is proportionate.
- Consider consistency of treatment with other employees.

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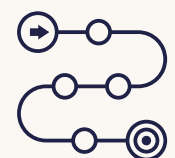
Follow a fair process

- Plan and follow a structured process.
- Allow them to respond and consider their input.
- Keep detailed notes of all meetings and decision.

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Communicate clearly and respectfully

- Communicate the decision clearly and calmly.
- Keep the focus on facts, not opinion.
- Treat the employee with dignity and professionalism.

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Execute well

- Confirm contractual and statutory entitlements.
- Arrange the return of company property and manage systems access.
- Prepare key messages for internal communication.

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Close and learn

- Check all actions are complete and documented.
- Review what went well and what could be improved.
- Keep records securely, in line with your data retention policy.

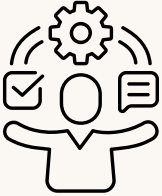
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SENIOR EXIT CONSIDERATIONS



As the stakes are higher when an individual also holds director or shareholder responsibilities, these additional considerations will help you navigate each stage of a senior exit confidently and securely.

Contracts & Roles



- Review employment contracts, director service agreements and shareholder agreements for alignment.
- Identify all roles held by the individual: Employee, Director, Shareholder (“Three Hats” problem).
- Ensure resignation obligations and statutory removal mechanisms are clear and enforceable.



Information & Access Control



- Secure confidential information, company devices and system access immediately.
- Monitor for unusual activity: data downloads, forwarding emails, client contact changes.
- Implement a senior exit protocol: garden leave, working notice, or PILON as appropriate.



Share & Legal Considerations



- Check shareholding and share option provisions: Good Leaver / Bad Leaver, vesting, and transfer rules.
- Ensure restrictive covenants are reasonable, enforceable, and tailored to role and market.
- Escalate promptly for legal advice if misconduct, breaches of fiduciary duty, or High Court-level risks arise.



Want to dive deeper?

For a complete guide to managing employee exits with confidence, watch Part 1 of our Level Up webinar on demand. To explore the higher stakes considerations of senior exits, be sure to check out Part 2.



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