

Claire Hoult
IT Support Analyst
Employer HR file

Date: 14 July 2026
Our Reference: ECR/DA7F30D0
Document Type: HR record

Exit Completion Record for Claire Hoult

1. CASE SUMMARY

Claire Hoult, employed as an IT Support Analyst, concluded her employment with HRHeaven QA Sample Employer with a last working day of 9 June 2026.

This exit completion record summarises the finalisation of her employment, including company property return, completion of exit handover, and preparation for final pay and benefits review.

2. BACKGROUND

Claire Hoult's employment ended on 9 June 2026, necessitating a comprehensive review and completion of all exit formalities.

The organisation aims to ensure a smooth and compliant closure of all employment and payroll matters associated with this departure.

3. INFORMATION CONSIDERED

The company property assigned to Claire Hoult has been returned in full as of her last working day.

The practical exit handover has been completed to the employer's satisfaction, ensuring no outstanding operational matters remain under Claire's responsibility.

Payroll has been notified that final pay items require review to confirm accuracy and completeness before settlement.

The Exit Checklist was created and reviewed on 14 July 2026, with scheduled reviews and document preparation conducted the same day, reflecting the organisation's commitment to timely process completion.

HR RECORD DETAILS

Employee
Claire Hoult

Role
IT Support Analyst

Case type
Prepare Final Pay & Exit Checklist

Reference
HRA-DA7F30D0

KEY DATES

Completed
14 July 2026

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4. DECISION

The exit process for Claire Houlton has been completed with all procedural requirements met to date in relation to company property and the handover of duties.

The payroll department is instructed to undertake the final review of pay and benefits items to ensure full compliance with contractual and statutory obligations before the final settlement is made.

5. REASONS

Completion of company property return and the practical exit handover confirm that Claire Houlton has fulfilled her responsibilities related to concluding her role.

Final pay review remains essential to validate any outstanding payments or deductions, including holiday pay, bonuses, or expenses, ensuring accuracy in the final financial settlement.

The adherence to exit checklist timelines supports organisational governance and mitigates risk as employment relationships are formally concluded.

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6. FOLLOW-UP ACTIONS

Payroll team is to review and approve the final pay and benefits items for Claire Hoult promptly to facilitate timely payment.

Confirm that any outstanding company property ownerships are clearly recorded and resolved before closing the employee's file.

HR to review the completed final pay and exit checklist documentation for completeness and factual accuracy, addressing any missing information especially concerning benefits and final pay components.

Ensure that the last working day date of 9 June 2026 is updated across all relevant systems and future reminders are closed.

Management and HR to jointly confirm that all documentation is accurate, then file accordingly to maintain compliance and audit readiness.

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7. AUDIT INFORMATION

Exit Checklist reference: HRA-DA7F30D0.

Checklist creation, review, and document preparation date: 14 July 2026.

Last working day: 9 June 2026.

Employee role: IT Support Analyst.

Company: HRHeaven QA Sample Employer.

No supplementary evidence documents were submitted for review at the time of preparation, and no legal or medical opinions have been included as per employer instructions.

Final responsibility for factual and procedural correctness of exit records and final pay rests with the employer.