

Amina Patel
HR Business Partner
Employer HR file

Date: 14 July 2026
Our Reference: LC/D742FC8C
Document Type: Checklist

Leaver Checklist for Amina Patel

1. EXECUTIVE SUMMARY

This checklist supports HRHeaven QA Sample Employer in managing the resignation process of Amina Patel, HR Business Partner, who tendered her resignation on 02 June 2026 with an expected last working day on 03 July 2026. The checklist details key tasks required to complete the resignation process in a timely and structured manner, ensuring a smooth transition for the business and compliance with internal policies. It encompasses the validation of resignation details, coordination of handover actions, arrangements for exit interview, and confirmation of final employment matters. The checklist flags key dates and priorities, providing clear ownership and evidential requirements to support effective case management and audit readiness. The priority is to confirm and complete handover information, validate all facts, schedule exit interview, and address outstanding company assets and pay considerations prior to closure of the employment record. HRHeaven QA Sample Employer should review all information, maintaining responsibility for factual accuracy and policy adherence before finalising the process.

CHECKLIST DETAILS

Employee
Amina Patel

Role
HR Business Partner

Case type
Process Resignation

Reference
HRA-D742FC8C

KEY DATES

Completed
14 July 2026

Continued

Leaver Checklist for Amina Patel

2. LEAVER CHECKLIST TASKS

Task: Confirm resignation receipt and resigning employee's last working day

Owner: HR Team

Priority: High

Due date: 03 July 2026

Evidence required: Copy of resignation letter or email; resignation acknowledgement

Status: Overdue

Completion notes: Resignation received on 02 June 2026; last working day specified as 03 July 2026.

Follow-up Action Plan

Action	Owner	Due Date	Evidence Required	Status
Review the resignation acknowledgement and confirm it reflects the agreed facts.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the resignation record and confirm it reflects the agreed facts.	HR	To be confirmed	Completion note or supporting evidence	Open
Last Working Day is due on 03 July 2026.	HR	To be confirmed	Completion note or supporting evidence	Open
Confirm handover, company property and final employment arrangements before closure.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the Process Resignation record for missing facts, evidence, follow-up ownership or review safeguards before completion.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	HR	To be confirmed	Completion note or supporting evidence	Open

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3. LEAVER CHECKLIST TASKS

Task: Verify and confirm handover requirements with the resigning employee

Owner: Line Manager

Priority: High

Due date: 03 July 2026

Evidence required: Handover document listing: project list, recruitment status for two vacancies, key client onboarding contacts, outstanding policy drafts, access and license inventory, suggested successor actions

Status: Pending

Completion notes: Employee to provide comprehensive handover covering projects, recruitment, client contacts, policies, access, and successor actions for next six weeks.

4. LEAVER CHECKLIST TASKS

Task: Offer and schedule exit interview

Owner: HR Team

Priority: Medium

Due date: By last working day (03 July 2026)

Evidence required: Exit interview invitation and confirmation of attendance or refusal

Status: Pending

Completion notes: Exit interview has been offered to the employee; scheduling to be confirmed.

Continued

Leaver Checklist for Amina Patel

5. LEAVER CHECKLIST TASKS

Task: Confirm status and return of company property

Owner: Line Manager and HR Team

Priority: Medium

Due date: By last working day (03 July 2026)

Evidence required: Inventory of company property issued and returned (e.g., equipment, access cards, licenses)

Status: Pending

Completion notes: Company property return to be confirmed and documented.

6. LEAVER CHECKLIST TASKS

Task: Review and finalise outstanding pay, benefits and contractual obligations

Owner: Payroll and HR Team

Priority: Medium

Due date: By final payroll processing post 03 July 2026

Evidence required: Payroll records, final payslip, benefits adjustments, contractual calculations

Status: Pending

Completion notes: Final pay and benefits review requires completion prior to employee departure.

Continued

Leaver Checklist for Amina Patel

7. LEAVER CHECKLIST TASKS

Task: Complete resignation process documentation and close employee record

Owner: HR Team

Priority: High

Due date: 14 July 2026

Evidence required: Completed resignation record, exit interview notes if available, handover confirmation, property return and payroll finalisation documents

Status: Pending

Completion notes: Ensure all documentation is complete, reviewed for factual accuracy and compliance before filing and closure.

8. AMENDMENT LOG

14 July 2026 - Initial checklist drafted supporting resignation process for Amina Patel based on supplied facts.

Future updates to include exit interview outcome, property return confirmation, and final pay calculations once available.