

# Exit process

- [New Page](#)

# New Page

|  |
|--|
| Exit Process checklist   |
| Inform candidate about his exit date                           |
| Take details of Login credentials from employee                |
| Sign in into skype account                                     |
| Delete his /her chat history from skype                        |
| Remove him/her from skype group                                |
| change pwd skype account (Latent@12345)                        |
| Zoho vault (kalpak sir)  |
| Inform all employees that he/she is not a part of our company  |
| Delete his/her details from Alpha profiles                     |
| Delete his/her details from Employee DOB and joining checklist |
| Delete his/her details from time tracker account               |
| Delete his/her account from Mantis                             |
| Change password of his/her Gmail account (Latent@12345)        |
| Add his name in X-employees                                    |
| Add his/her name in exit employee's checklist                  |
| Share experience and relieving letter after one month          |
| Exit form  |