

# Exit process

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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