

Employee Offboarding

- ☐ Confirm resignation letter received
- ☐ Notify team of departure date
- ☐ Transfer ownership of shared documents & drives
- ☐ Documentation on projects, deadlines, & responsibilities are transferred
- ☐ Terminate employee benefits (health, retirement...)
- ☐ Remove access to email, VPN, and other internal tools
- ☐ Process final paycheck and unused vacation
- ☐ Collect laptop, keys, and company property
- ☐ Update HR & payroll system
- ☐ Provide employee with final paperwork
- ☐ Conduct exit interview
- ☐ Place offboarding checklist in employee file



Scan QR code for additional reports

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