

OFFBOARDING CHECKLIST

Action	Complete	Date	Notes
Ensure that all necessary termination paperwork is accurately completed.			
Notify key stakeholders, including payroll, IT, operations, legal, and senior management, to prepare for the departure process.			
Internally communicate the departure of the employee.			
Inform external clients about the employee's exit.			
Create and distribute a handover document to relevant stakeholders.			
Collect company assets from the departing employee.			
Disable software access for the departing employee.			
Facilitate final payments and benefits for the departing employee.			
Review any applicable contractual agreements.			
Conduct an exit interview with the departing employee.			
Express gratitude to the departing employee on their final day.			
Obtain contact information from the departing employee and connect on LinkedIn.			
Check in with the remaining team members after the departure.			
Initiate the recruitment process for a replacement.			
Update the organizational chart to reflect any changes.			



Company Asset	Collection Date	Notes
Laptop		
Tablet/ Mobile Device		
Computer Accessories (Printer, Fax Machine, etc.)		
Mouse, Keyboard, Monitor, Other Hardware		
ID Badge/ Keycards/ Parking Pass/ Keys		
Uniform		
Company Credit Card		
Company Vehicle		