

Offboarding Checklist & Exit Interview Form

Employee Details

Employee Name

Position / Title

Department

Last Working Day

Manager / Supervisor

Offboarding Checklist

- ☐ Returned company laptop/device(s)
- ☐ Returned access cards/keys
- ☐ Removed access to systems and accounts
- ☐ Completed final timesheet
- ☐ Final paycheck/benefits information provided
- ☐ Other outstanding items resolved

Exit Interview

What is your primary reason for leaving?

What did you enjoy most about your role or the company?

What could we improve as an organization?

Additional comments or feedback