

Employee Offboarding Checklist

Employee Information

Name

Department

Last Working Day

Manager / Supervisor

Preparation

- ☐ Received resignation/termination notice
- ☐ Notify payroll, IT, and HR teams
- ☐ Initiate handover process

Knowledge Transfer

- ☐ Document outstanding projects/tasks
- ☐ Update clients about the transition

Return of Company Property

- ☐ ID badge/access card
- ☐ Laptop/computer & accessories
- ☐ Mobile phone
- ☐ Office keys
- ☐ Company credit card
- ☐ Other equipment/materials

Access Removal

- ☐ Revoke email and system access
- ☐ Revoke access to software/tools
- ☐ Disable building/parking access

Exit Process

- ☐ Process final paycheck
- ☐ Review benefits and COBRA options
- ☐ Conduct exit interview
- ☐ Update employee records

Notes

