

Checklist

Employee Offboarding Checklist

Employee:

Last working day:

Manager:

1. Departure Confirmation

- Resignation/termination confirmed
- Last working day set
- HR, IT & manager informed

2. Access Removal

- All system access (email, VPN, tools) deactivated
- Shared credentials & MFA removed/updated

3. Asset Return

- Laptop / PC returned
- Phone & accessories returned
- ID badge / keys collected
- All company equipment accounted for

4. Handover

- Tasks & responsibilities documented
- Ongoing projects handed over
- Handover meeting completed

5. Communication & Exit

- Team informed
- Stakeholders notified (if needed)
- Exit interview completed

6. Final Steps

- Final salary, benefits & leave processed
- HR records updated and offboarding closed