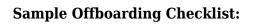


## Offboarding Checklist

| Employee Name:  |           |             |        | Employee ID: |          |
|---|-----------|-------------|--------|--------------|----------|
|   |           |             |        |              |          |
| Termination Type:                                     | Voluntary | Involuntary |        |              |          |
| Resignation Date:                                     |           |             |        |              |          |
| Termination Reason:                                   |           |             |        |              |          |
| Last Day Worked                                       |           |             |        |              |          |
| Final Paycheck Due:                                   |           |             |        |              |          |
|   |           |             |        |              |          |
|   | Co        | mmuni       | cation |              |          |
| -   |           |             | Date?  | Who?         | Details? |
| Resignation Letter<br>Received?                       | Yes       | No          |        |              |          |
| Termination Letter or<br>Severance Letter Provided?   | Yes       | No          |        |              |          |
| Vendors/Customers<br>Notified?                        | Yes       | No          | T .    |              |          |
| Manager/s Notified?                                   | Yes       | No          | 1      |              |          |
| Employee's Notified?                                  | Yes       | No          |        | 3            |          |
| Employees Updated<br>Contact Information<br>Received? | Yes       | No          |        |              |          |
|   |           |             |        |              |          |
|   | Cor       | npany       | Assets |              |          |
|   |           |             | Date?  | Who?         | Details? |
| Large Assets  |           |             | -      |              |          |
| Cell Phone returned?                                  | Yes       | No          |        | III -        |          |
| PC/Laptop returned?                                   | Yes       | No          |        | - III        |          |
| Credit Card returned?                                 | Yes       | No          | III I  | 4            |          |
| Company vehicle returned?                             | Yes       | No          |        |              |          |

# **Sample Offboarding Checklist**

R Bogdan



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