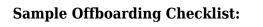


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Employee Name:				Employee ID:	
Termination Type:	Voluntary	Involuntary			
Resignation Date:					
Termination Reason:					
Last Day Worked					
Final Paycheck Due:					
	Co	mmuni	cation		
-			Date?	Who?	Details?
Resignation Letter Received?	Yes	No			
Termination Letter or Severance Letter Provided?	Yes	No			
Vendors/Customers Notified?	Yes	No	T .		
Manager/s Notified?	Yes	No	1		
Employee's Notified?	Yes	No		3	
Employees Updated Contact Information 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

Y Pai



Reviewing Sample Offboarding Checklist: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "Sample Offboarding Checklist," an enthralling opus penned by a highly acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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