

# Offboarding Checklist

## Who's Leaving & When?

<b>Employee Name:</b>		<b>Employee ID:</b>	
<b>Termination Type:</b>	Voluntary	Involuntary	
<b>Resignation Date:</b>			
<b>Termination Reason:</b>			
<b>Last Day Worked</b>			
<b>Final Paycheck Due:</b>			

## Communication

			Date?	Who?	Details?
Resignation Letter Received?	Yes	No			
Termination Letter or Severance Letter Provided?	Yes	No			
Vendors/Customers Notified?	Yes	No			
Manager/s Notified?	Yes	No			
Employee's Notified?	Yes	No			
Employees Updated Contact Information Received?	Yes	No			

## Company Assets

			Date?	Who?	Details?
<b>Large Assets</b>					
Cell Phone returned?	Yes	No			
PC/Laptop returned?	Yes	No			
Credit Card returned?	Yes	No			
Company vehicle returned?	Yes	No			

# Sample Offboarding Checklist

**Jacqui Ewart, Kate Ames**



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days the approximate phase of the moon can be calculated for any date by calculating the number of days since a known new moon such as january 16 2014 and dividing this number by 29 530588853

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