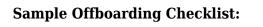


Offboarding Checklist

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 Received?	Yes	No			
Termination Letter or Severance Letter Provided?	Yes	No			
Vendors/Customers Notified?	Yes	No	TT.		
Manager/s Notified?	Yes	No	1		7
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			
PC/Laptop returned?	Yes	No		- III	
Credit Card returned?	Yes	No	III I	4	1 1 1
Company vehicle returned?	Yes	No			

Sample Offboarding Checklist

Ying-Ying Zheng



Unveiling the Power of Verbal Art: An Psychological Sojourn through Sample Offboarding Checklist

In a global inundated with displays and the cacophony of instantaneous communication, the profound power and mental resonance of verbal art often disappear in to obscurity, eclipsed by the continuous assault of sound and distractions. However, located within the lyrical pages of **Sample Offboarding Checklist**, a charming perform of literary splendor that pulses with natural emotions, lies an memorable trip waiting to be embarked upon. Published with a virtuoso wordsmith, this exciting opus guides readers on an emotional odyssey, softly revealing the latent possible and profound affect embedded within the elaborate internet of language. Within the heart-wrenching expanse of this evocative analysis, we will embark upon an introspective exploration of the book is main subjects, dissect its captivating publishing design, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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