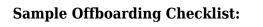


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Employee Name:				Employee ID:	
Termination Type:	Voluntary	Involuntary			
Resignation Date:					
Termination Reason:					
Last Day Worked					
Final Paycheck Due:					
	Co	mmuni	cation		
			Date?	Who?	Details?
Resignation Letter Received?	Yes	No			
Termination Letter or Severance Letter Provided?	Yes	No			
Vendors/Customers Notified?	Yes	No	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

Steven A. Trotter, Chris Stevenson



Unveiling the Magic of Words: A Overview of "Sample Offboarding Checklist"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "Sample Offboarding Checklist," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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