

Offboarding Checklist

Who's Leaving & When?

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

Communication

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

Company Assets

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

Sample Offboarding Checklist

Steven A. Trotter,Chris Stevenson

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the authors' names.

Sample Offboarding Checklist:

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's central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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