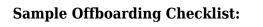


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Employee Name:				Employee ID:	
Termination Type:	Voluntary	Involuntary			
Resignation Date:					
Termination Reason:					
Last Day Worked					
Final Paycheck Due:					
	Co	mmuni	cation		
-			Date?	Who?	Details?
Resignation Letter Received?	Yes	No			
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

Sabine Zange



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