



Employee Offboarding Checklist

Employee Information

Employee Name: _____

Job Title: _____

Department: _____

Start Date: _____

Last Working Day: _____

Manager: _____

Offboarding Checklist

- ☐ Formalize resignation or termination with HR
- ☐ Inform IT, payroll, and relevant departments
- ☐ Schedule an exit interview
- ☐ Conduct knowledge transfer and document responsibilities
- ☐ Assign a successor or delegate ongoing tasks
- ☐ Update the job description for rehiring purposes
- ☐ Revoke access to company emails, software, and databases
- ☐ Retrieve company assets (laptops, mobile devices, ID badges)

- ☐ Ensure proper IT asset management and secure data transfer
- ☐ Process final payroll, bonuses, and unused PTO
- ☐ Handle benefits termination and necessary tax documents
- ☐ Conduct an exit interview and gather feedback
- ☐ Notify internal teams and external stakeholders
- ☐ Encourage the departing employee to join the alumni network
- ☐ Offer an employee assistance program for transition support

Any comments:

