

Offboarding Checklist

COMMUNICATION & KNOWLEDGE TRANSFER

- Inform Other Employees
- Have Them Document Their Current Work
- Notify Human Resources
- Notify Their Replacement(s) (If Applicable)



PAPERWORK

- Employee Termination Form
- Arrange Final Paycheck
- Non-Compete/Non-Disclosures
- Tax & Health Documents



TRANSITION

- Gather All of Their Current Data
- Fill Their Role (If Applicable)
- Schedule Training Sessions
- Reallocate Tasks In Progress



LAST DAY

- Exit Interview
- Change/Update Passwords
- Collect Company Devices (If Applicable)
- Disable Badges/Network Access

